

NAVAL SUPPLY SYSTEMS COMMAND

---

Quality Document System

# QUADS User Manual

**Version 3.0**

*Internet Version*

INTERNET VERSION

# QUADS User Manual

---

Naval Supply Systems Command

## TABLE OF CONTENTS

<b>CHAPTER 1: WELCOME TO QUADS.....</b>	<b>1</b>
BACKGROUND .....	1
DESCRIPTION .....	2
<i>How Does the QUADS Suite Work?</i> .....	3
<b>CHAPTER 2: QUADS SUPPORT .....</b>	<b>5</b>
FUNCTIONAL AREA HELP.....	5
SYSTEMS HELP .....	5
INTERNET HELP .....	6
<b>CHAPTER 3: QUICK START .....</b>	<b>7</b>
LAUNCHING QUADS VIA THE WWW .....	7
<i>QUADS Homepage</i> .....	9
Business Applications.....	10
<i>Opening Screen - QUADS Billboard</i> .....	12
PROJECT SUMMARIES NAVIGATOR & VIEW .....	13
<i>Expanding &amp; Collapsing</i> .....	13
<i>Viewing a Project Summary Document</i> .....	14
MAIN NAVIGATOR & VIEW .....	15
<i>Navigation Panel</i> .....	15
<i>Project Outline and Action Buttons</i> .....	16
<i>QUADS Documents</i> .....	17
<b>CHAPTER 4: INTERNET BASICS.....</b>	<b>19</b>
THE WORLD WIDE WEB.....	19
<i>Uniform Resource Locators</i> .....	19
<i>Links to Pages</i> .....	19
<i>Toolbars</i> .....	20
Netscape Navigator.....	20
Microsoft Internet Explorer .....	21
Other Browsers .....	21
PRINTING.....	21
INTERNET USERS VERSUS LOTUS NOTES USERS .....	21
<i>The Process of Reloading</i> .....	22
<b>CHAPTER 5: WORKING IN QUADS .....</b>	<b>23</b>
LAUNCHING QUADS VIA THE WWW .....	23
<i>QUADS Homepage</i> .....	25
Business Applications.....	26
<i>Opening Screen - QUADS Billboard</i> .....	28
PROJECT SUMMARIES NAVIGATOR & VIEW .....	29
<i>Expanding &amp; Collapsing</i> .....	29
<i>Viewing a Project Summary</i> .....	32
Being Added as a Reviewer.....	35

MAIN NAVIGATOR & VIEW.....	36
<i>Navigation Panel</i> .....	36
<i>Project Outline and Action Buttons</i> .....	40
<i>Viewing QUADS Documents</i> .....	43
THE PROCESS OF REVIEW .....	47
<i>Markup Requests</i> .....	47
Composing a Markup Request.....	47
Dispositioning of Markups .....	50
<i>Generating Comments</i> .....	52
<i>Interleaving Comments &amp; Markups</i> .....	54
<b>CHAPTER 6: OTHER QUADS FEATURES.....</b>	<b>57</b>
SEARCHING .....	57
<i>Full Text Search</i> .....	57
ATTACHING & DETACHING FILES .....	60
<i>Detaching Files</i> .....	62
<i>Attaching Files</i> .....	63
RECENTLY SUBMITTED COMMENTS & MARKUPS.....	65

## LIST OF FIGURES

Figure 1-1	Diagram of the QUADS System.....	2
Figure 3-1	Netscape Navigator Opening “Splash” Screen .....	7
Figure 3-2a	Netscape Navigator Homepage .....	8
Figure 3-2b	Microsoft Internet Explorer Homepage .....	8
Figure 3-3	QUADS Homepage .....	9
Figure 3-4	Business Applications Page .....	10
Figure 3-5	QUADS Information Page .....	11
Figure 3-6	Username and Password Dialog Box.....	11
Figure 3-7	QUADS Billboard .....	12
Figure 3-8	Project Summaries Navigator & View.....	13
Figure 3-9	Project Summary Document .....	14
Figure 3-10	Main Navigator & View - Navigation Panel.....	15
Figure 3-11	Project Outline and Action Buttons .....	16
Figure 3-12	Typical QUADS Document.....	17
Figure 3-13	“Navigate Next” and “Navigate Previous” Buttons.....	18
Figure 4-1	Netscape Navigation Toolbar .....	21
Figure 4-2	Microsoft Internet Explorer Toolbar .....	22
Figure 5-1	Netscape Navigator Opening “Splash” Screen .....	23
Figure 5-2	Netscape Navigator Homepage .....	24
Figure 5-3	QUADS Homepage .....	25
Figure 5-4	Business Applications Page .....	26
Figure 5-5	QUADS Information Page .....	27
Figure 5-6	Username and Password Dialog Box.....	27
Figure 5-7	QUADS Billboard .....	28
Figure 5-8	Project Summaries Navigator & View.....	29
Figure 5-9	View Showing Subordinate Documents .....	30
Figure 5-10	Project Summaries Navigator and View - Fully Expanded.....	31
Figure 5-11	Project Summaries Navigator and View - Fully Collapsed.....	32
Figure 5-12	Project Summary Document .....	33
Figure 5-13	“Navigate to Main View” Button.....	34
Figure 5-14	Project Summary Without “Navigate to Main View” Button .....	35
Figure 5-15	Main Navigator & View - Main View .....	36
Figure 5-16	Documents Only View.....	37
Figure 5-17	Comments & MarkupsView .....	38
Figure 5-18	Previous Versions View.....	39
Figure 5-19	Main View - Fully Expanded.....	40
Figure 5-20	Using the “Next” Button.....	41
Figure 5-21	Using the “Previous” Button.....	41
Figure 5-22	Selecting a QUADS Document to View.....	43
Figure 5-23	Typical QUADS Document.....	44
Figure 5-24	Using the “Navigate Next” Button.....	45
Figure 5-25	Using the “Navigate Previous” Button .....	46
Figure 5-26	“Compose Markup” Button .....	47
Figure 5-27	Markup Creation/Editing Screen .....	48
Figure 5-28	Submitting a Markup Request .....	49
Figure 5-29	A Dispositioned Markup Request.....	50
Figure 5-30	Outline View Showing Markup Disposition.....	51
Figure 5-31	“Compose Comment” Button .....	52
Figure 5-32	Comment Creation/Editing Screen .....	53

Figure 5-33	Comment on a Markup Request.....	54
Figure 5-34	Reviewing a Submitted Comment.....	55
Figure 6-1	Initiating a Search.....	57
Figure 6-2	Full Text Search Screen.....	58
Figure 6-3	Results of Full Text Search.....	59
Figure 6-4	An Attached File.....	60
Figure 6-5	View Showing an Attached File .....	61
Figure 6-6	Dialog Box for Detaching Files .....	62
Figure 6-7	Attaching a File to a Markup Request .....	63
Figure 6-8	Markup Editing Screen Showing a “File to Attach” .....	64
Figure 6-9	View Showing Recently Submitted Markup Request .....	65

## Chapter

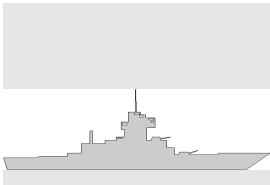
## 1

## Welcome to QUADS

*This user manual is designed to enable users to quickly become productive using QUADS to develop collaborative documents.*

**Q**UADS, the Quality Document System, is deployed to support the coordinated development of logistics publications and instructions across organizational boundaries, to increase effective participation of the functional experts, and to reduce the time required to prepare a publication for formal staffing through the chop chain.

### Background



Conferences on Naval Warfare Publications (NWP) and doctrine were common during the late 1970s. Flag officers instructed subject matter experts to gather at a location chosen by the NWP sponsor in response to a real need to decrease the “policy - practice” gap.

Naval Supply Corps publication development required an inordinate amount of staff time. Various levels of staff from flag to squadron level were involved in developing, revising, commenting, and staffing documents such as NWP instructions and publications. This process usually required several months at a minimum, expense of travel and lodging, and time away from duty station to conclave with other subject matter experts and staff representatives.

With forced downsizing, reduced budgets, and dramatically greater demands on staff personnel, there is little time or funding today for staff representatives to meet for several days to review, markup, and comment on draft documents.

## Description

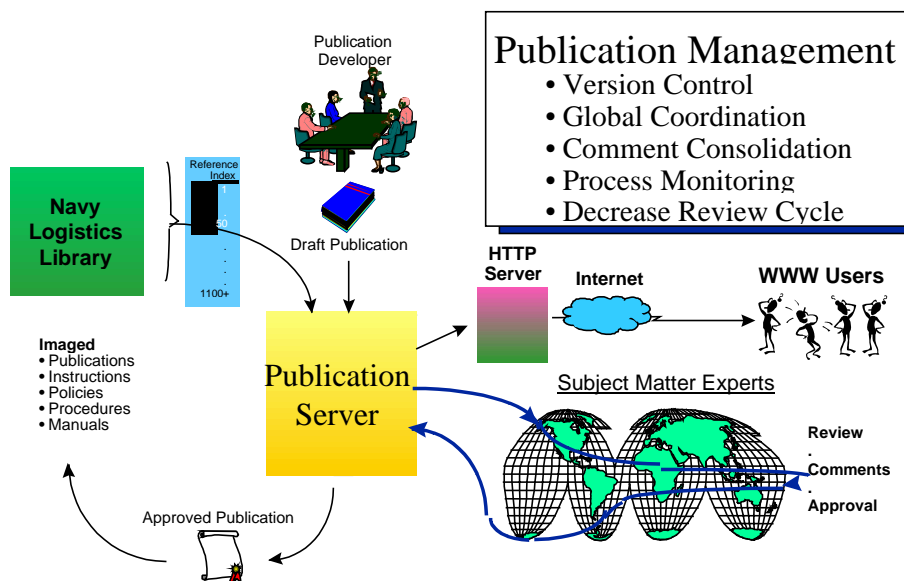
QUADS was developed to address an immediate need to expedite Navy logistics program policy development. It leverages state-of-the-market technology to provide a highly reliable and cost-effective solution based upon widely used commercial-off-the-shelf (COTS) packages.

The QUADS user works in a Windows-based document editing and publishing environment, which allows for “different time - different place” workgroup collaboration in drafting documents. There are two ways to access QUADS. The first is via the World Wide Web (WWW), in which any web browser can be used.

- ❑ **WWW QUADS.** Through the use of NAVSUP’s Lotus Notes Domino server, it is possible to participate in QUADS interactively via the WWW at the following URL address: <<http://www.quads.navsup.navy.mil>>.

The second way to access QUADS is through Lotus Notes client software. There is a separate QUADS user manual that describes the use of QUADS in the Lotus Notes environment. Highlights are discussed briefly here.

- ❑ **QUADS Application.** A Lotus Notes-based application has been designed to capture the workflow of the document review, markup, and revision process. The Lotus Notes engine provides the communication infrastructure to replicate documents to workstations each night. Each workstation will only receive those documents that are relevant to the subject matter expert at that site.



**Figure 1.1 Diagram of the QUADS System**



### How Does the QUADS Suite Work?

The QUADS database is created in an electronic environment, as shown in Figure 1.1, *Diagram of the QUADS System*. A subject matter expert initiates the document development and maintenance process by developing an initial outline of the publication or document to be reviewed, or by using the existing version. This document is input into the system by the QUADS support team. It is then pushed to the appropriate reviewer workstations for comment and markup. The reviewers are essentially networked into an “electronic document workroom.” After consensus is achieved, the document sponsor forwards the document through the chop chain for approval, signature, and distribution.

## Chapter

## 2

## QUADS Support



Various means of support are available to help QUADS users with both functional and technical problems.

## Systems Help

Questions regarding installation or new user setup, database or specific document access, reloading (database upload/download), system navigation, and the like should be addressed to the QUADS Help Desk.

Hours: M-F, 0700-1700 EST
---------------------------

Phone: (800) 362-8237 or (703) 277-6788
---

Fax: (703) 277-1026
---------------------

E-Mail: <a href="mailto:quads@hq.caci.com">quads@hq.caci.com</a>
--

## Functional Area Help

**QUADS Project Manager**

Name: Jeff Renard
-------------------

Phone: (703) 277-6608
-----------------------

Fax: (703) 385-3044
---------------------

E-Mail: <a href="mailto:jrenard@hq.caci.com">jrenard@hq.caci.com</a>
--

**Quality Assurance Manager**

Name: Kimberly Coffey
-----------------------

Phone: (703) 277-6605
-----------------------

Fax: (703) 385-3044
---------------------

E-Mail: <a href="mailto:kcoffey@hq.caci.com">kcoffey@hq.caci.com</a>
--

## Internet Help

Most browser software packages will provide a help function that allows users to search for information on how to navigate on the Internet, including such topics as hyperlinks, Uniform Resource Locators (URLs), and the like.

The Netscape Navigator browser provides a function called “NetHelp.” NetHelp can be found on the **Help** dropdown menu on the Navigation toolbar. Microsoft Internet Explorer similarly offers Internet Explorer Help, which can be accessed from the **Help** dropdown menu on the Explorer toolbar. Contact your browser software company for further information.

## Chapter

## 3

## Quick Start

*This chapter is designed to give users an overview of the QUADS application. A more thorough examination can be found in the remaining chapters of this manual.*



**Figure 3.1 Netscape Navigator Opening “Splash” Screen**

## Launching QUADS via the WWW

Double click the browser icon from your desktop to launch the application. The opening “splash” screen, shown for Netscape Navigator in Figure 3.1, will appear while the system is initializing. A similar screen will appear for Internet Explorer as well as for other web browsers. The splash screen transitions to the appropriate browser’s Homepage. The Netscape Homepage and Internet Explorer Homepage are depicted in Figures 3.2a and 3.2b respectively.

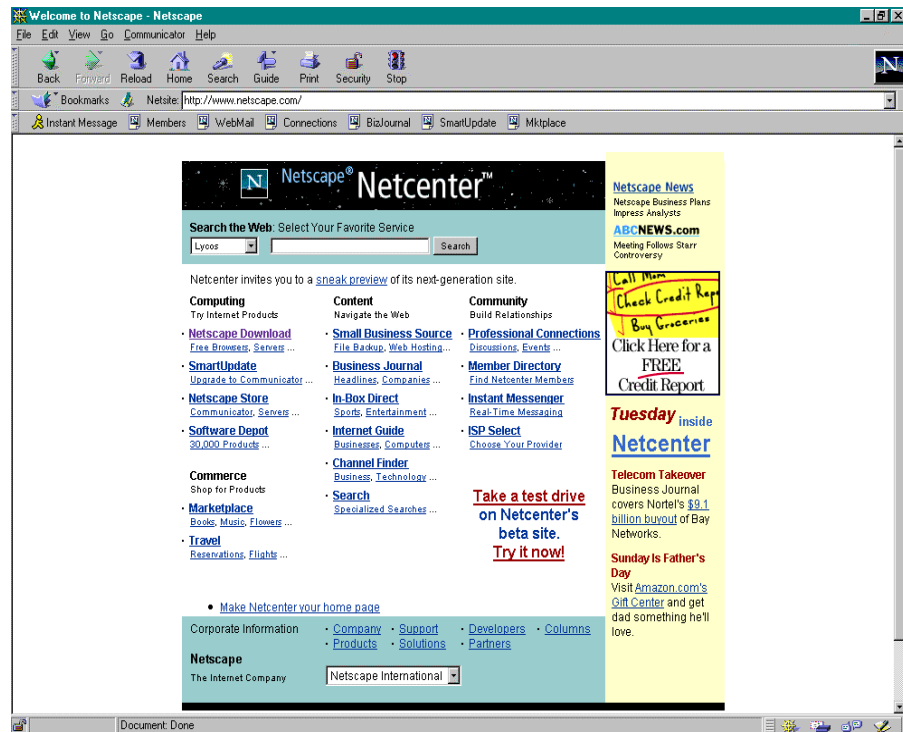


Figure 3.2a Netscape Navigator Homepage

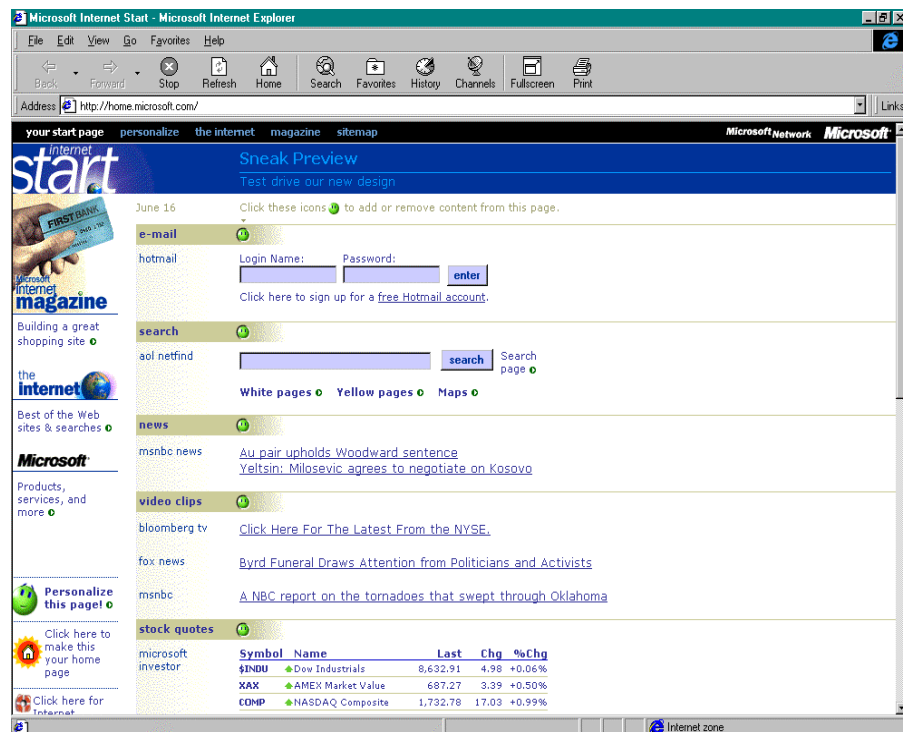


Figure 3.2b Microsoft Internet Explorer Homepage

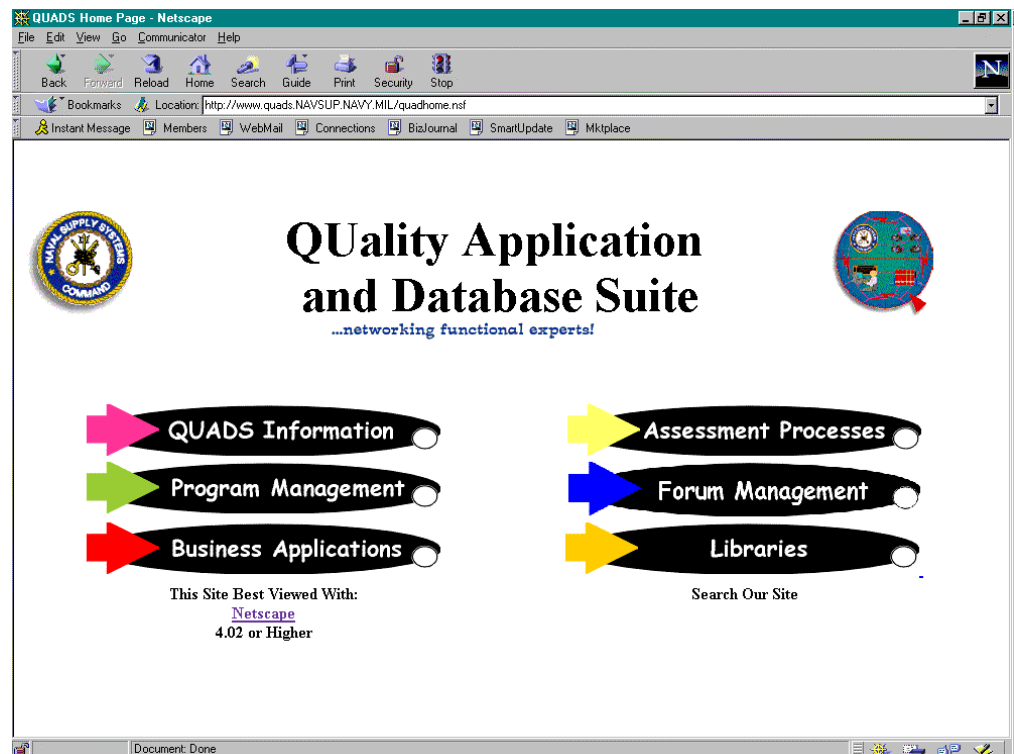
To access the QUADS database, enter the QUADS Uniform Resource Locator (URL) in the location field across the top of the Homepage, as follows: <<http://www.quads.navsup.navy.mil>> and press enter. A view of the QUADS Homepage should appear.

Note:

For the remainder of this manual, the Netscape Navigator browser will be used as an illustration tool. Similar screens will appear in other browsers. Exceptions are noted.

### QUADS Homepage

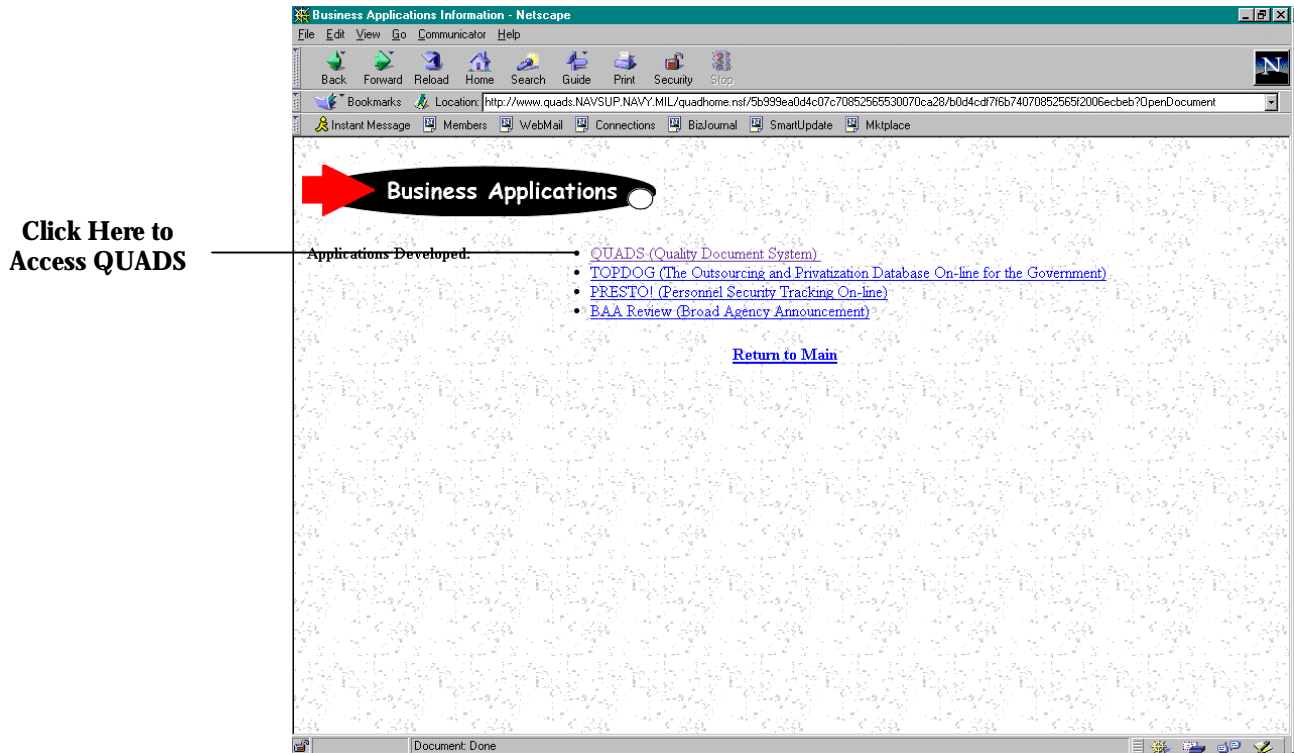
The Quality Application and Database Suite (QUADS) Homepage, shown in Figure 3.3, allows you to choose from a variety of different applications. To access the QUADS database, select the **Business Applications** hotspot.



**Figure 3.3** *QUADS Homepage*

### Business Applications

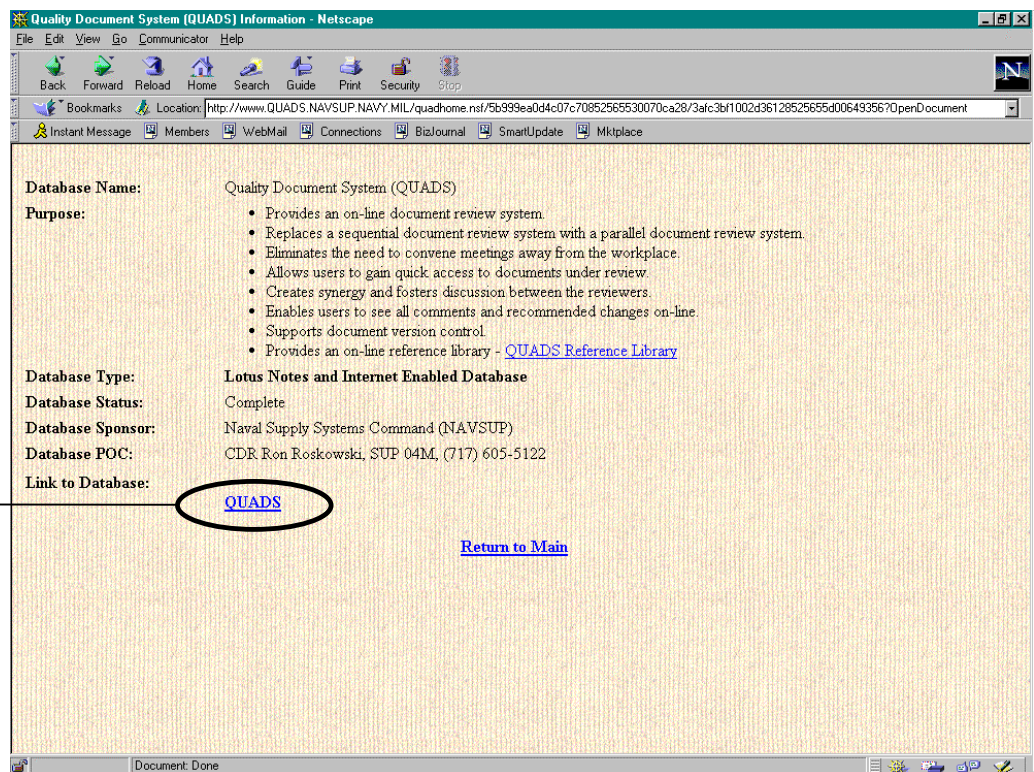
The Business Applications page lists four different business applications. As can be seen in Figure 3.4, each application appears in the form of a hyperlink, or simply “link.” Links will be explained at length in Chapter 4. Select the [QUADS](#) link, as shown in Figure 3.4, to access QUADS. Otherwise, if you wish to return to the QUADS Homepage, select the link [Return to Main](#) at the bottom of the screen.



**Figure 3.4 Business Applications Page**



**QUADS  
Hyperlink**



**Figure 3.5 QUADS Information Page**

The QUADS Information screen, shown at Figure 3.5, includes the database name, purpose, type, status, sponsor, and point of contact (POC). It also includes a link to the QUADS Reference Library (QRL). QRL is an on-line reference library which provides an archive of Portable Document Format (pdf) documents covering a broad spectrum of subject matter. Reviewers may find the QRL to be a useful tool throughout the review process. To access the QUADS database, click the [QUADS](#) link as shown. At this time, a dialog box, like the one depicted in Figure 3.6, will appear in the center of the screen. This box prompts you to input your Username and Password before access to QUADS will be granted.

**Username and Password Required**

Enter username for /QUADS at  
www.QUADS.NAVSUP.NAVY.MIL:

User Name:

Password:

OK Cancel

**Figure 3.6 Username and Password Dialog Box**



### Opening Screen - QUADS Billboard

After entering your Username and Password, click the **OK** button on the dialog box. If you are denied access to the QUADS database, try again. Recall that the Username and Password are “case-sensitive” and, therefore, must be typed exactly as provided by your QUADS POC to enable access to the correct documents for your review. If you still cannot log onto the database, contact the QUADS Help Desk at (800) 362-8237 or (703) 277-6788.

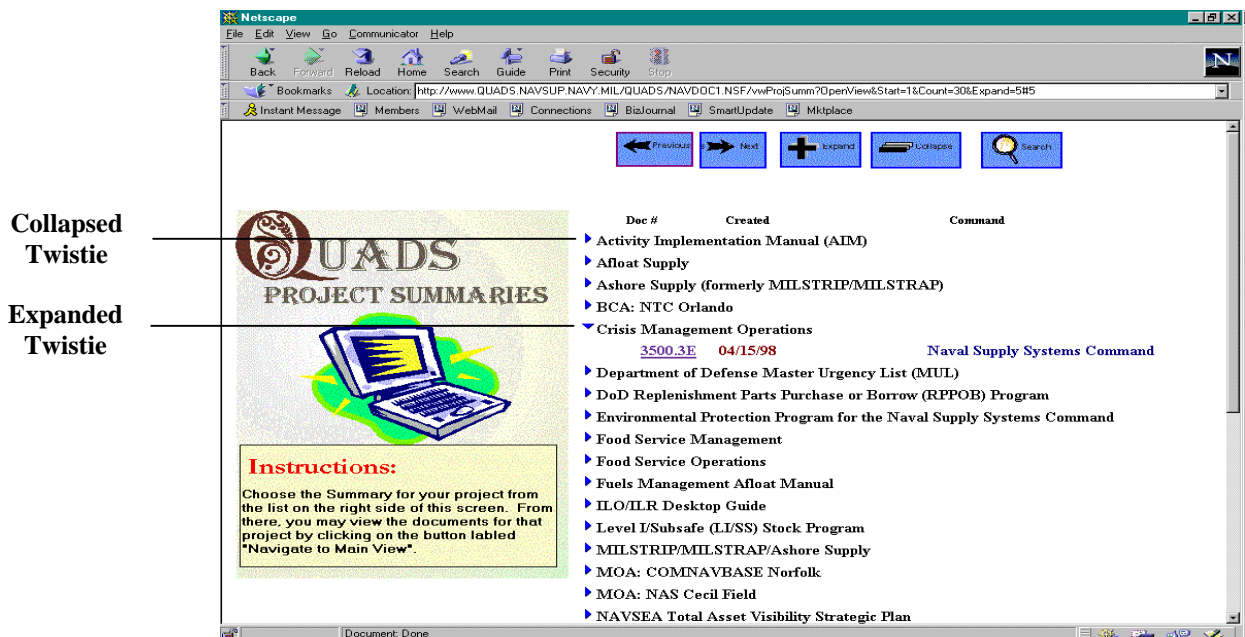
The next screen that appears is the QUADS Billboard, depicted in Figure 3.7. This billboard will appear each time QUADS is opened. Scroll down to review the Items of Interest and System Messages, which are posted to the QUADS Billboard on a weekly basis. To proceed beyond this screen, simply press the **Open the Database** hotspot below the graphic. The screen will now transition to the QUADS Project Summaries Navigator and View.



**Figure 3.7 QUADS Billboard**

## Project Summaries Navigator & View

Figure 3.8 shows the OUADS Project Summaries Navigator and View. QUADS users will automatically be able to see a list of all current QUADS Project Summaries in the “view” on the right half of the screen.



**Figure 3.8 Project Summaries Navigator & View**

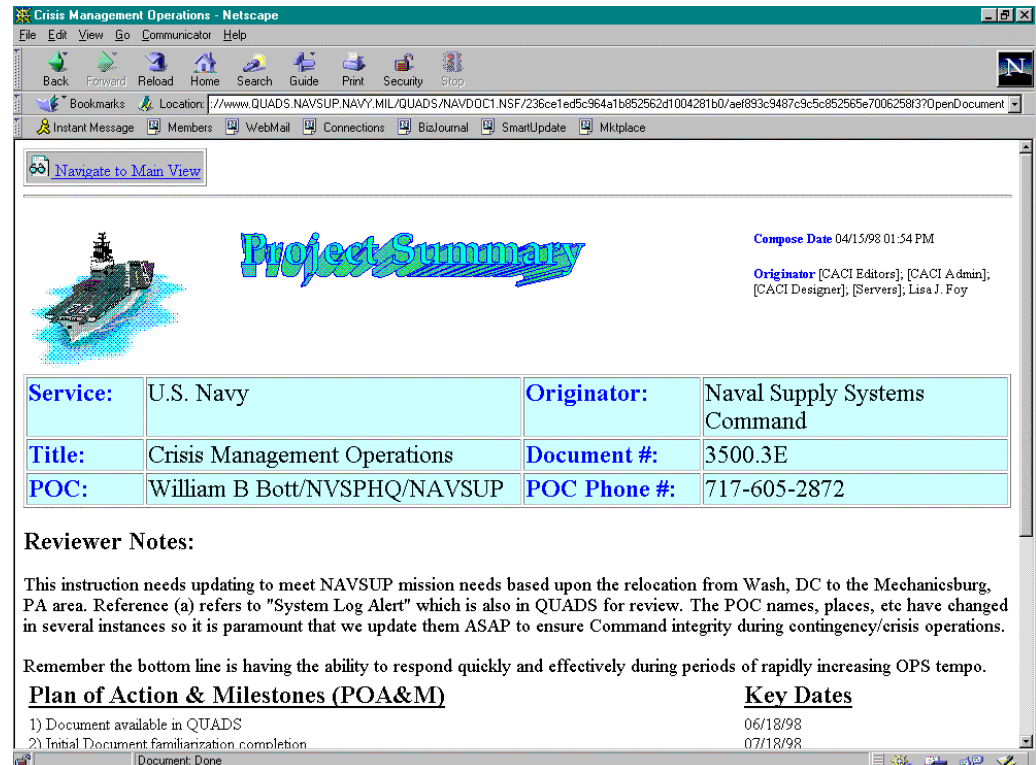
### Expanding & Collapsing

Expanding and collapsing are means by which the user can, to some extent, control the desktop size, appearance, and navigation processes. From the Project Summaries Navigator and View screen, two methods exist for expanding or collapsing documents. The first is to use the blue arrowheads, commonly known as “twisties.” A twistie pointing towards a project title, or a collapsed twistie, indicates that subordinate documents are available. A single click on a collapsed twistie will reveal these subdocuments. Once a particular document has been fully expanded, an expanded twistie will appear next to its project title. To remove subordinate documents from view and show only superior documents in the hierarchy, simply click this expanded twistie.

Another method is to use the **Expand (+)** and **Collapse (-)** buttons located at the top of the QUADS database. In outline view, **Expand** will expand all subordinate documents for every QUADS Project Summary listed in the view. The **Collapse** button will distill the view to the highest level, leaving only a twistie to indicate that subordinate documents are available.

## Viewing a Project Summary Document

To view a Project Summary, first expand the project title from the view as shown at Figure 3.8. Select the desired link, and single click. A Project Summary document similar to the one depicted in Figure 3.9 will appear. A typical Project Summary document will include information on the project title, originator, document number, point of contact (POC), plan of action & milestones (POA&M), and review team members.



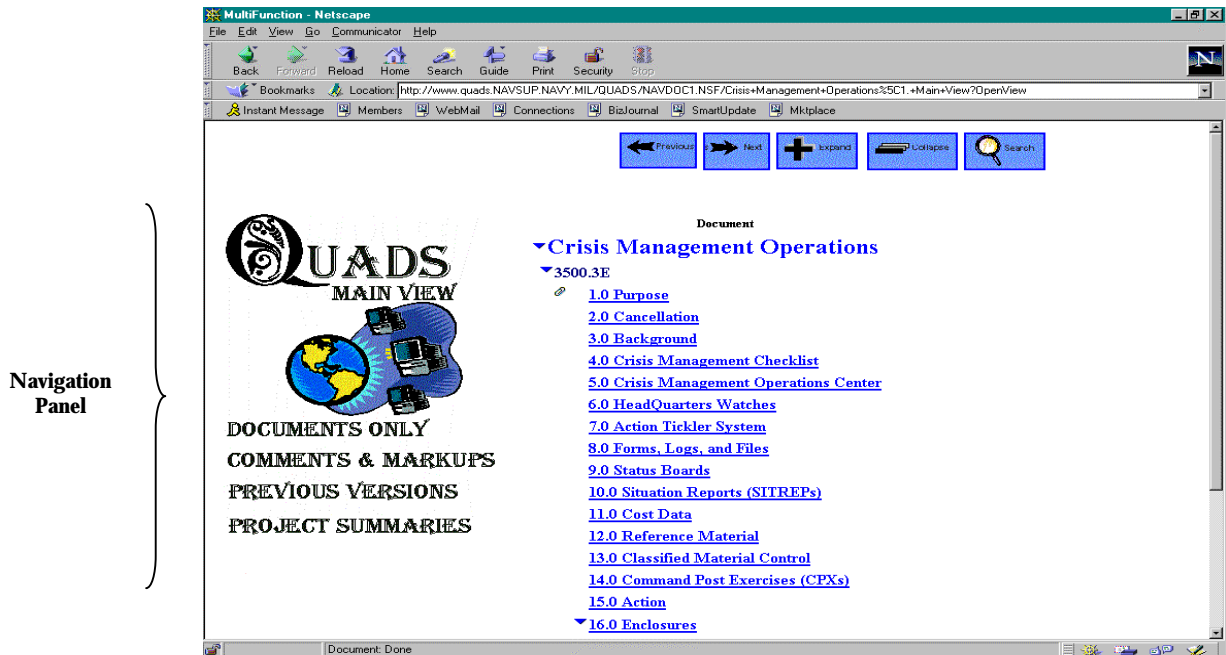
**Figure 3.9 Project Summary Document**

When finished reviewing the Project Summary, you have two options. You may return to the Project Summaries Navigator and View to view other Project Summary documents. This can be accomplished by selecting the **Back** button located on the browser toolbar, or by pulling down the **Go** menu and highlighting **Back**.

You are not required to return to the Project Summaries Navigator and View in order to access the Main View. You may instead navigate directly to the QUADS Main View by selecting the **Navigate to Main View** button in the upper left corner of the screen. Note: if this button is not present, see Chapter 5 for more information. The screen will now transition to the QUADS Main Navigator and View for the project you are currently viewing in Project Summary form.

## Main Navigator & View

Figure 3.10 show the QUADS Main Navigator and View. Looking at this diagram, you will see the navigation panel to the left, the project outline to the right, and the blue action buttons situated across the top. Before proceeding, let's take a moment to become familiar with each of these tools.



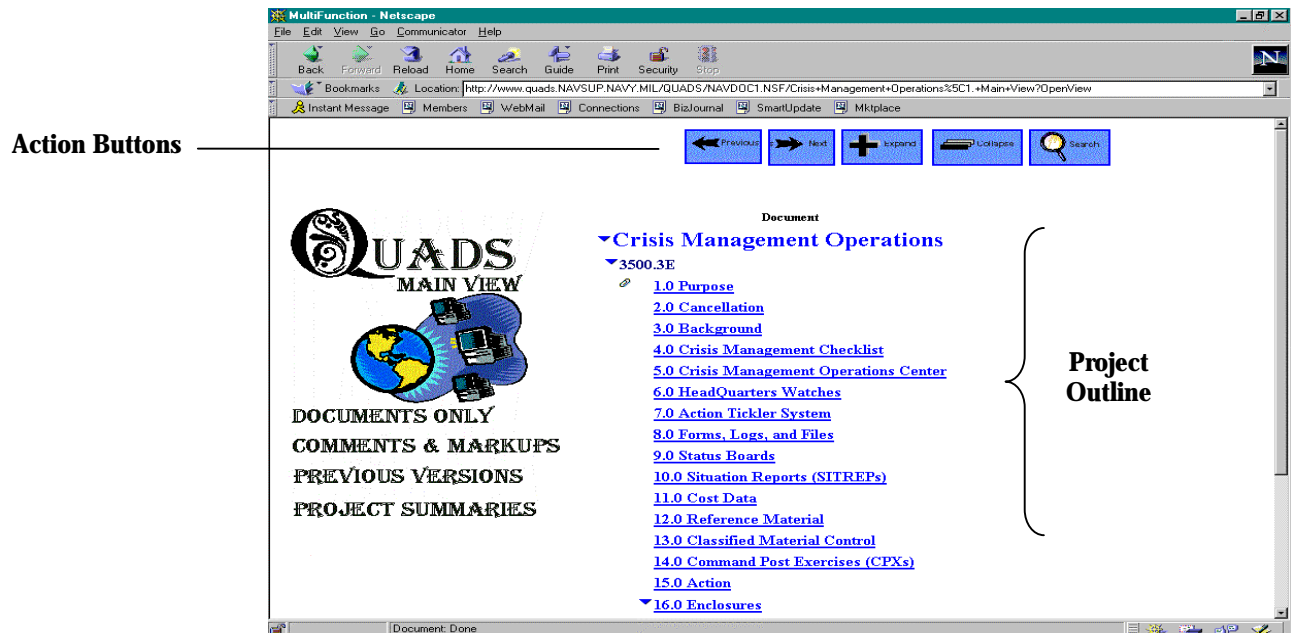
**Figure 3.10 Main Navigator & View - Navigation Panel**

### Navigation Panel

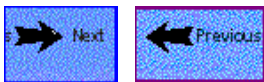
In addition to the QUADS Main View, several other types of views are accessible from the navigation panel. You can choose what information is shown in the project outline to display the document without the comments or markups embedded by selecting the **Documents Only** hotspot. In a similar fashion, you can view comments and markups only by selecting the **Comments & Markups** hotspot. Previous versions of the selected document can be viewed by selecting the **Previous Versions** hotspot. If no previous version exists, the screen will return a "No Documents Found" message. Finally, you can return to the Project Summaries Navigator and View screen to view other Project Summary documents by selecting the **Project Summaries** hotspot. See Chapter 5 for a detailed illustration of the navigation panel.

## Project Outline & Action Buttons

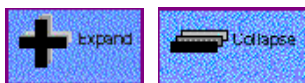
The project outline and action buttons are shown in Figure 3.11. The project outline, on the right half of the screen, reveals the documents that are under review for the selected project. Each of these documents appears in the form of a link. Once you have found the desired document for review, selecting its link in the project outline will navigate the screen to the associated QUADS document.



**Figure 3.11 Project Outline and Action Buttons**



While in the Main View, you can navigate through the project outline by using the **Previous** and **Next** action buttons. Selecting the **Next** button will scroll the screen to reveal the next set of document titles in the list. This list will begin with the next sequential document at the highest level of the document hierarchy. The **Previous** button can be used in the same manner to return to the previous set of documents. This process will be discussed and illustrated in further detail in Chapter 5.



You can expand and collapse projects in the Main View in much the same way as you can while in the Project Summaries Navigator and View. In outline view, the **Expand** and **Collapse** buttons will expand or collapse subordinate documents in the view to reveal or conceal associated sub-documents respectively.

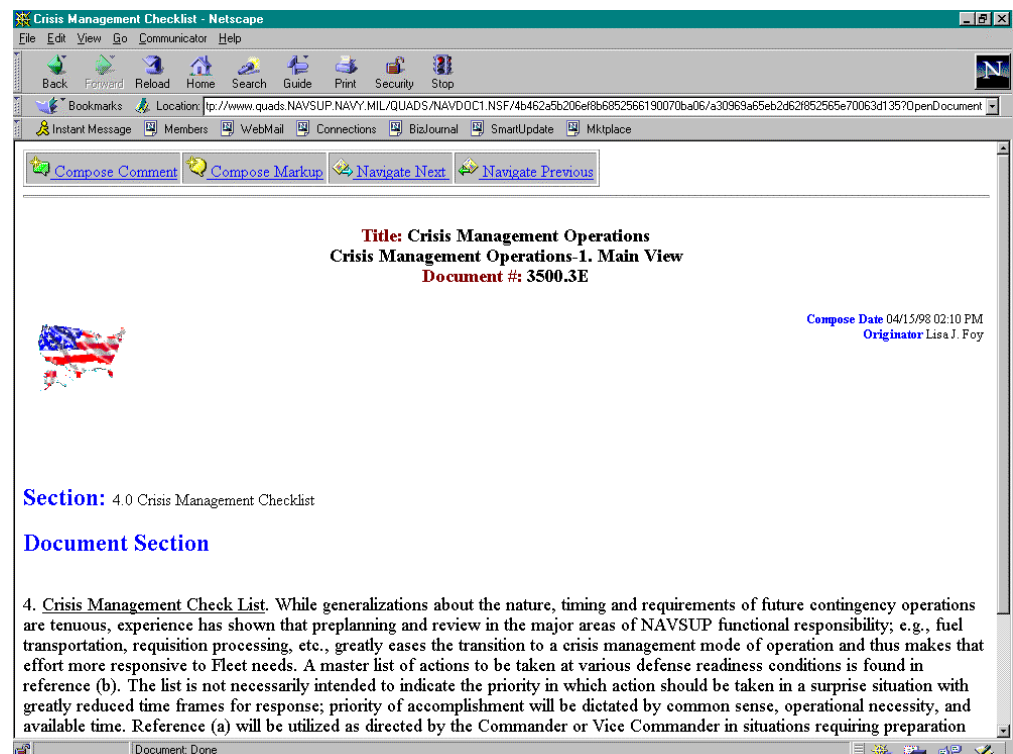


The **Search** action button will perform a full text search of the projects currently displayed in the Main View. See Chapter 6 for further detail regarding the QUADS on-line search engine.



## QUADS Documents

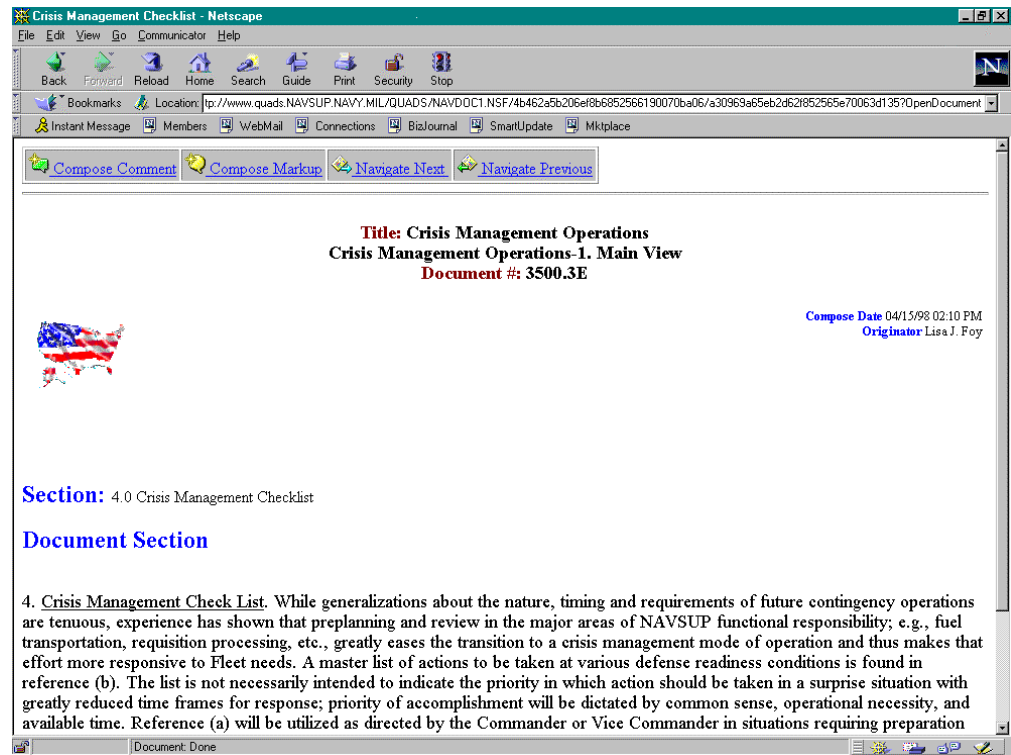
After opening a document, you will be able to see the text in paragraph form. A typical QUADS document, like the one depicted in Figure 3.12, will appear once it has been selected. Each document section view is designed to be no more than 1 to 2 pages in length. Most, in fact, are shorter and are designed to give the reviewers and editors a clear, concise idea of the specific text under review. This is also beneficial in determining the document to which a particular comment or markup refers. To create a comment or markup request, select the **Compose Comment** or **Compose Markup** button respectively. Comments and markup requests will be reviewed in detail in Chapter 5.



**Figure 3.12 Typical QUADS Document**

Note:

In the Lotus Notes structure, each section is considered an individual "document." This should not be misconstrued as a separate publication or instruction. Each QUADS project is divided into many documents.



**Figure 3.13 “Navigate Next” and “Navigate Previous” Buttons**

While viewing a particular document, you can use the **Navigate Next** and **Navigate Previous** buttons, shown at the top of the view in Figure 3.13. The **Navigate Next** button will transition the screen to the next sequential document in the document hierarchy, in this example the screen would transition from section 4.0 to section 5.0. If you instead select the **Navigate Previous** button, the screen will transition to the previous document in the document hierarchy, or section 3.0.

## Chapter

## 4

## Internet Basics

### The World Wide Web

The Internet is a collection of computer networks that connect millions of computers across the globe. The World Wide Web (WWW) is a component of the Internet that consists of both client and server computers that manage a network of web pages. Client computers use browsers, such as Netscape Navigator or Microsoft Internet Explorer, to view these pages. Server computers use server software to maintain pages for clients to view. Through the use of the Lotus Notes Domino server, it is possible for QUADS users to participate in the review process interactively via the WWW.

### Uniform Resource Locators

The WWW uses Uniform Resource Locators (URLs) to keep each page distinct in a world of multimedia pages. Each page has its own unique URL. To enter a URL, type the URL directly into the location text field. By entering a page's URL, the browser can bring you to the specified page. Here are some sample URLs:

<http://home.netscape.com>

<http://www.quads.navy.mil>

### Links to Pages

A hyperlink, or simply "link," is a connection from one web page to another. You may find links by looking for words with color, words with underlining, or both. Images and buttons with colored borders also serve as links. To use a link, point the mouse cursor directly over the link and single click. This transfers page content from a server location to your location. There are two different types of links. An unfollowed link is a connection to a page that you have not yet viewed. By default, unfollowed links are blue. A followed link is a connection to a page that you have previously viewed. By default, followed links are violet.




## Toolbars


### Netscape Navigator


Users accessing the QUADS database with the Netscape Navigator browser can use the Navigation toolbar. The Navigation toolbar consists of a set of buttons that, when pressed, will execute common file menu commands. An illustration of the Netscape Navigation toolbar appears at Figure 4.1, followed by a description of the buttons that will prove useful throughout the assessment process.




**Figure 4.1 Netscape Navigation Toolbar**

 **Back.** Displays the previous web page visited.

 **Forward.** After you have pressed the **Back** button, pressing the **Forward** button will bring the screen to the next sequential web page in the history list.

 **Reload.** Reloads the current page with updated information from the server, reflecting any changes or additions that have been made since the last original loading.

 **Home.** Displays the Homepage designated by the user; the default is the Netscape Homepage.

 **Print.** Prints the current selection.

**Bookmarks.** Bookmarks are a convenient means of retrieving pages whose URLs you have stored. Generally, these are pages that you visit on a regular basis, such as the QUADS Homepage. To add a web page as a bookmark, pull down the **Bookmark** menu from the Navigation toolbar, and highlight **Add Bookmark**. This adds the current page to the bookmark menu. To access a bookmark, simply pull down the Bookmark menu, highlight the desired bookmark, and single click.

Microsoft Internet Explorer

Internet Explorer users have access to the Explorer toolbar, depicted in Figure 4.2. Many of the functions discussed above also apply to this browser. The key differences are discussed below.



**Figure 4.2 Microsoft Internet Explorer Toolbar**



**Refresh.** (Similar to **Reload** in Netscape) Refreshes the current page with updated information from the central server.



**Favorites.** (Similar to **Bookmarks** in Netscape) The **Favorites** Menu allows you to keep most-used web pages handy. Simply click **Add to Favorites** or depress the **Favorites** button to add the current web page.

Other Browsers

Similar features are available in other browsers. Generally, the **Back**, **Forward**, **Home**, **Reload**, and **Print** functions are provided by the browser software package. Contact your browser software company for details.

## Printing



To print a document in QUADS, click the **Print** button from the browser toolbar while viewing the desired document or view. When the dialog box appears, select the desired print range. Selecting the print range “All” tells the browser to print the entire selection, even if it is not visible in its entirety on the current screen. It may be necessary to scroll all the way down to see how long the current selection is prior to printing. Click the **OK** button at the bottom of the dialog box to submit a print job.

## Internet Users versus Lotus Notes Users

To navigate views and open documents is valuable in the review process only if you can see the updates that are made and provide feedback in a timely manner. Internet users are directly connected to the QUADS main (QUADSMAN) server in Mechanicsburg, Pennsylvania. This provides for “near-real-time” conversion and distribution of information. Other users, however, are working in a Lotus Notes-based environment; and, therefore, are not directly connected to the main server.

This distributed environment may lead to some variations in what appears on a Lotus Notes user's desktop and what appears on an Internet user's desktop. Although an Internet user may have just submitted a comment or a markup request, it may not appear on the Lotus Notes workspace immediately, and it may even take several hours. Similarly, when a Lotus Notes user submits input, it may or may not appear on the screen of an Internet user right away. Normal replication cycles among servers will reconcile these differences within a short time span.

### The Process of Reloading



Internet users must periodically perform a process of reloading or refreshing their files. To do so, select the **Reload** or **Refresh** button located on the browser toolbar at the top of the screen. This process refreshes the current page with updated information from the server, reflecting any changes made since the last original loading. If there has been a change, the updated page is retrieved from the network server. As stated previously, this process is almost instantaneous for Internet users since they are directly connected to the QUADS main server.

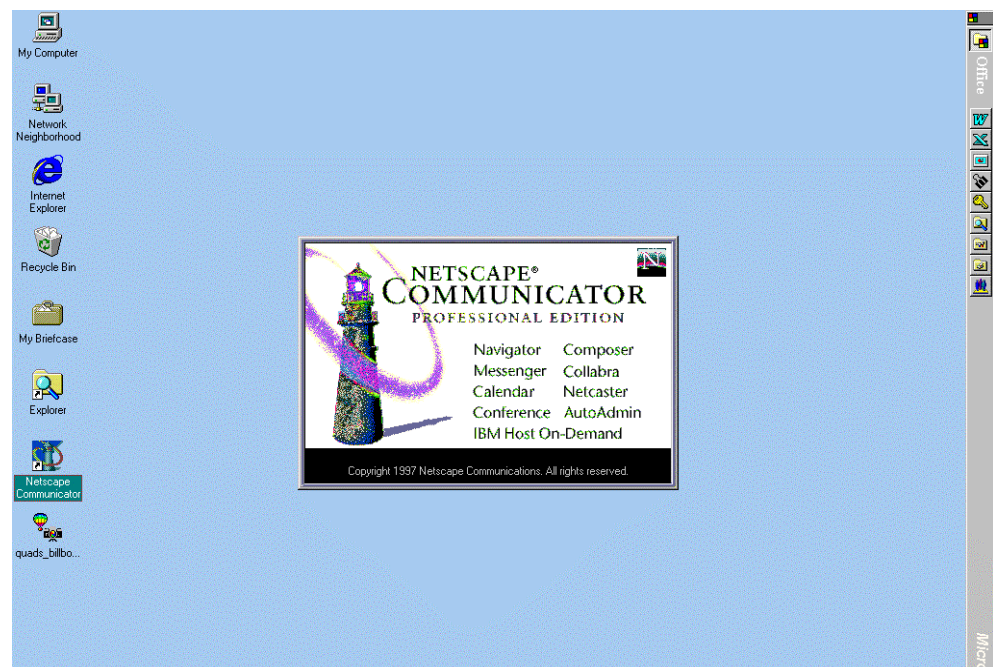
## Chapter

## 5

## Working in QUADS

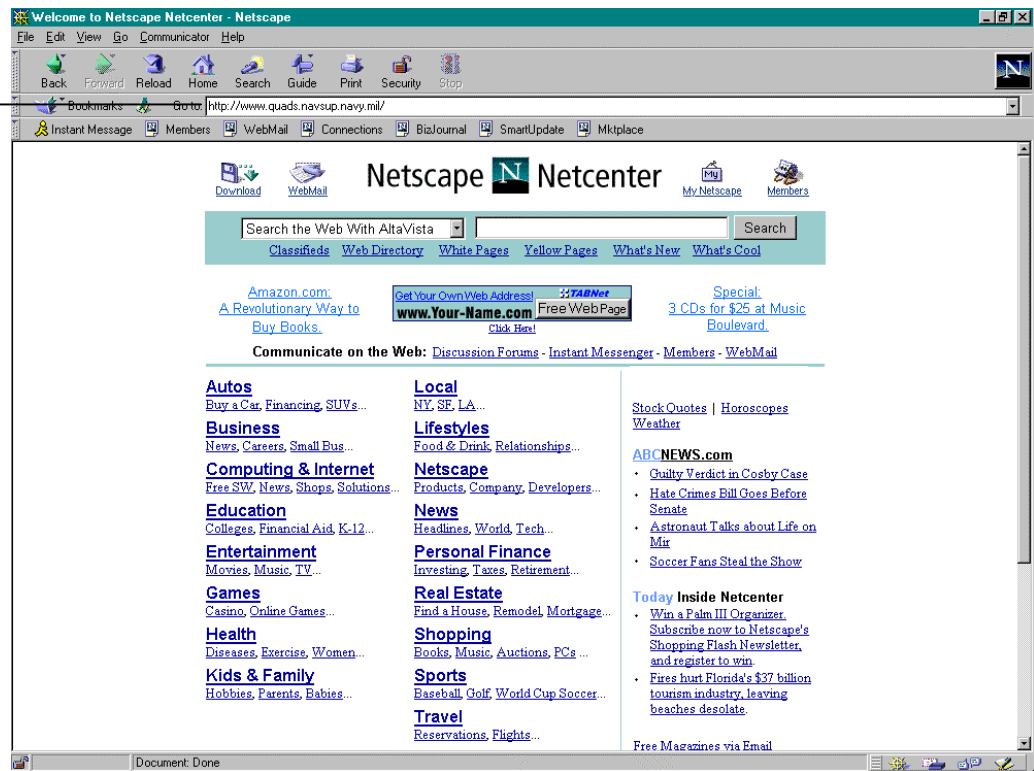
### Launching QUADS via the WWW

Double click the browser icon to launch the application. The opening, or “splash,” screen will appear while the system is initializing. The Netscape Navigator splash screen is depicted in Figure 5.1. The splash screen transitions to the browser’s Homepage with the browser toolbar and location field across the top. The Netscape Navigator Homepage is shown in Figure 5.2.



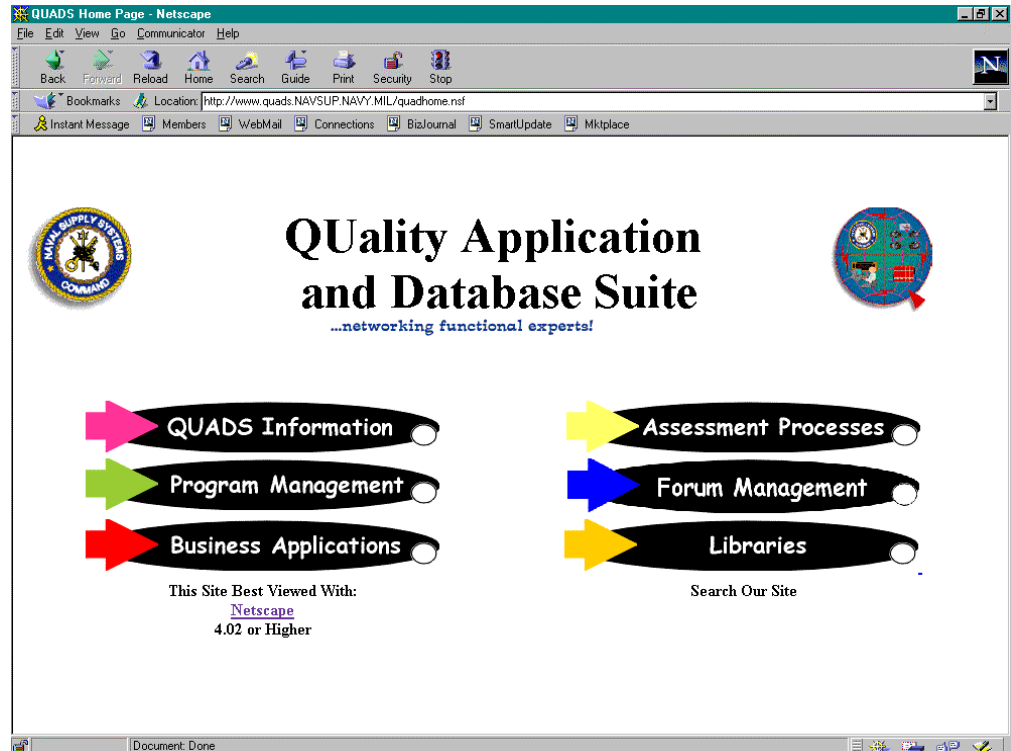
**Figure 5.1 Netscape Navigator Opening “Splash” Screen**

Location  
Field



**Figure 5.2 Netscape Navigator Homepage**

After transitioning to the browser's Homepage, enter the QUADS URL in the location field across the top of the Homepage, as follows: <http://www.quads.navy.mil> and press enter. The QUADS Homepage, shown in Figure 5.3, will appear.



**Figure 5.3** *QUADS Homepage*

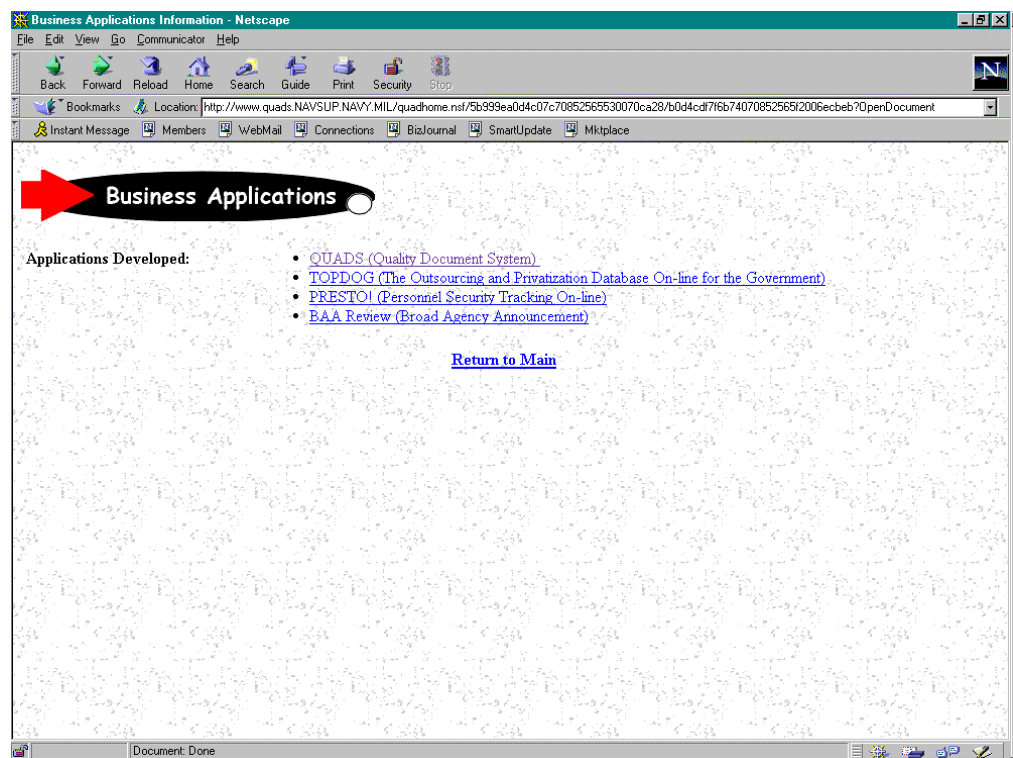
### QUADS Homepage

The Quality Application and Database Suite (QUADS) Homepage is shown above. To proceed beyond this screen, select the **Business Applications** hotspot. This will take you to the Business Applications page.

### Business Applications

The Business Applications page features four different database applications. As can be seen in Figure 5.4, each application appears in the form of a hyperlink, or simply “link.” To select a specific link, position the “hand” symbol directly over the link and single click the left mouse button. A single click will bring you to the next successive screen.

Select the [QUADS \(Quality Document System\)](#) link to access the database. Otherwise, if you wish to return to the QUADS Homepage at this time, select the [Return to Main](#) link at the bottom of the screen.



**Figure 5.4 Business Applications Page**



QUADS  
Hyperlink

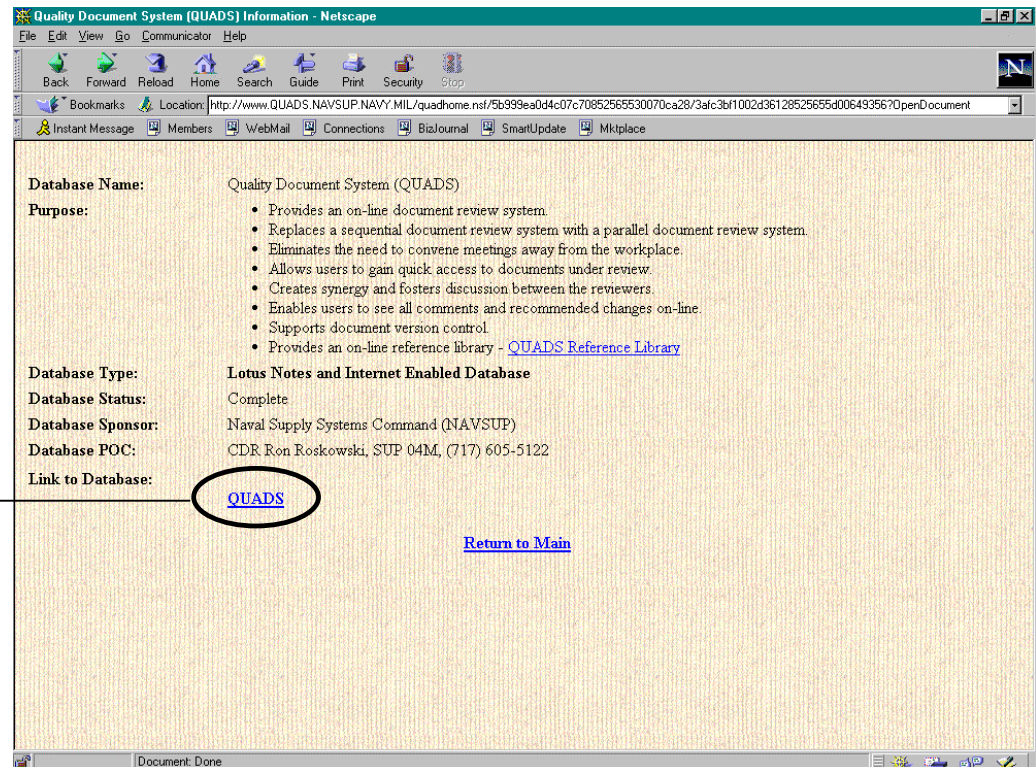


Figure 5.5 QUADS Information Page

The next screen, QUADS Information (Figure 5.5), includes the database name, purpose, type, status, sponsor, and point of contact (POC). It also includes a link to the QUADS Reference Library (QRL). The QRL is an on-line reference library which provides an archive of Portable Document Format (pdf) documents covering a broad spectrum of subject matter. You may find the QRL to be a useful tool throughout the review process. To access the QUADS database, click the [QUADS](#) link as shown in Figure 5.5. At this time, a dialog box like the one depicted in Figure 5.6, will appear in the center of the screen. This box prompts you to input your Username and Password before access to the QUADS database will be granted.

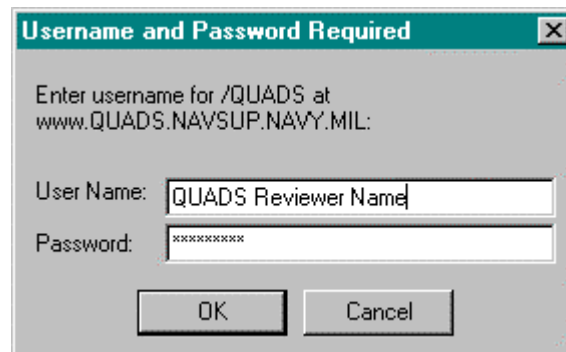


Figure 5.6 Username and Password Dialog Box



## QUADS Billboard

After entering your Username and Password, click the **OK** button on the dialog box. If you are denied access to the QUADS database, re-enter the information in case you simply entered it incorrectly. Recall that the Username and Password are “case-sensitive” and, therefore, must be typed exactly as provided by your QUADS POC to enable access to the correct documents for your review. If you still cannot log onto the database, contact the QUADS Help Desk at (800) 362-8237 or (703) 277-6788.

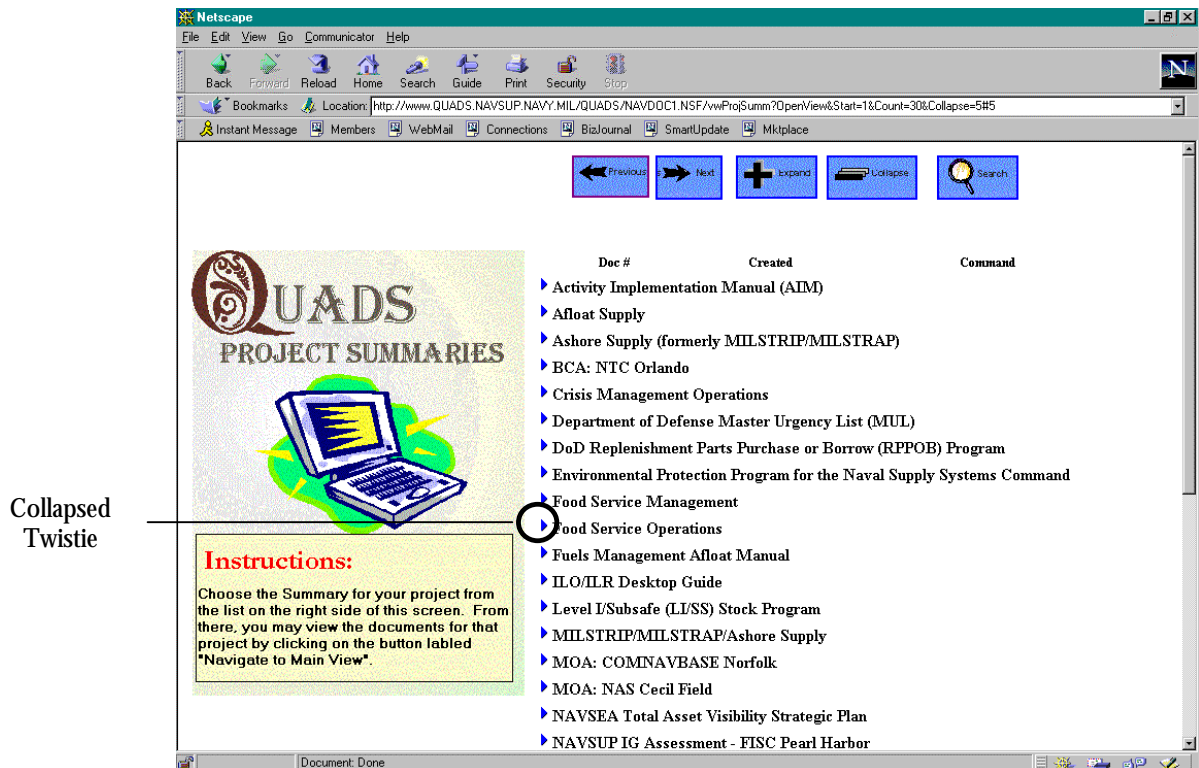
The next screen that appears is the QUADS Billboard, depicted in Figure 5.7. This billboard will appear each time QUADS is opened. Scroll down to read Items of Interest and System Messages, which are posted to the QUADS Billboard on a weekly basis. To proceed beyond this screen, simply press the **Open the Database** hotspot below the graphic. The screen will now transition to the QUADS Project Summaries Navigator and View.



**Figure 5.7 QUADS Billboard**

## Project Summaries Navigator & View

Figure 5.8 shows the OUADS Project Summaries Navigator and View. QUADS users will automatically be able to see a list of all current QUADS Project Summaries in the “view” on the right half of the screen.



**Figure 5.8 Project Summaries Navigator & View**

### Expanding & Collapsing

Expanding and collapsing are a means by which you can, to some extent, control desktop size, appearance, and navigation processes. From the Project Summaries Navigator and View, two methods exist for expanding or collapsing documents. The first is to use the blue arrowheads, commonly known as “twisties,” located next to the project titles. In Figure 5.8, all of the QUADS Project Summaries currently listed in the view are “superior” documents, or documents at the highest level of the document hierarchy. Each of these superior documents has a blue arrowhead pointing toward its title. A twistie pointing *towards* a project title, or a collapsed twistie, indicates that subordinate documents are available. A single click on a collapsed twistie will reveal these sub-documents. If you single click the collapsed twistie next to the “*Food Service Management*” Project Summary listing in the view, for example, its sub-documents will be revealed, as shown in Figure 5.9.

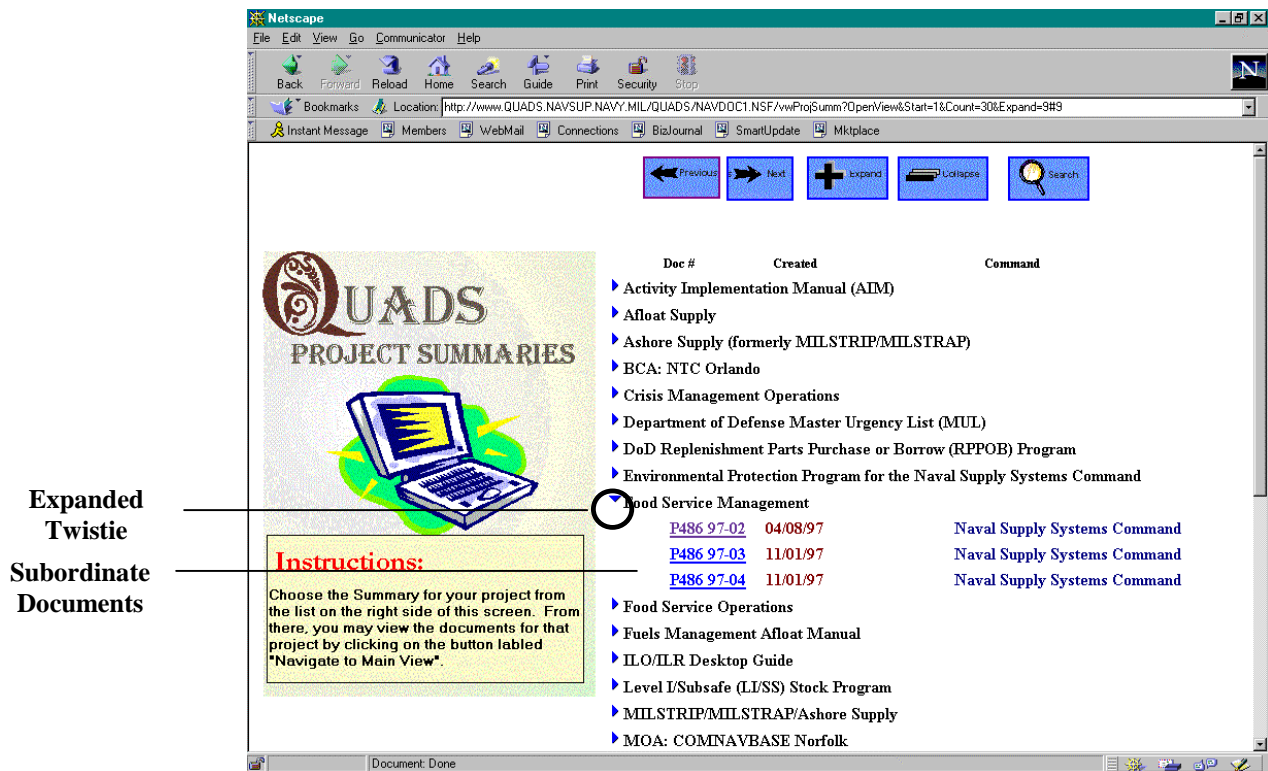
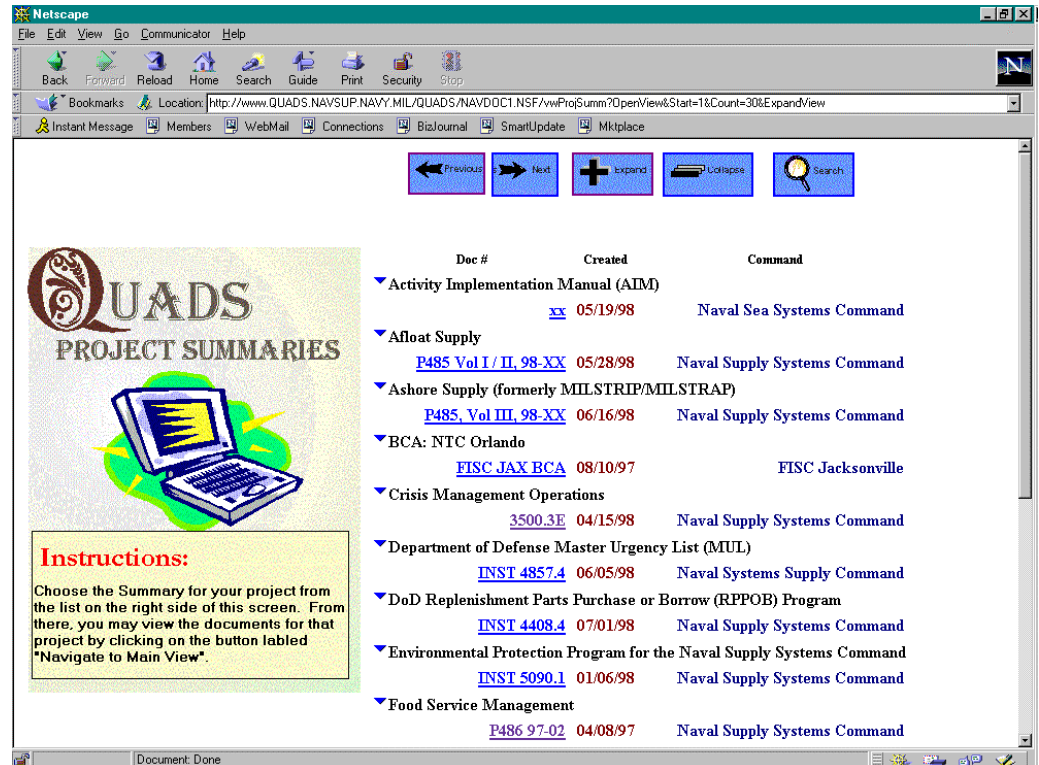


Figure 5.9 View Showing Subordinate Documents

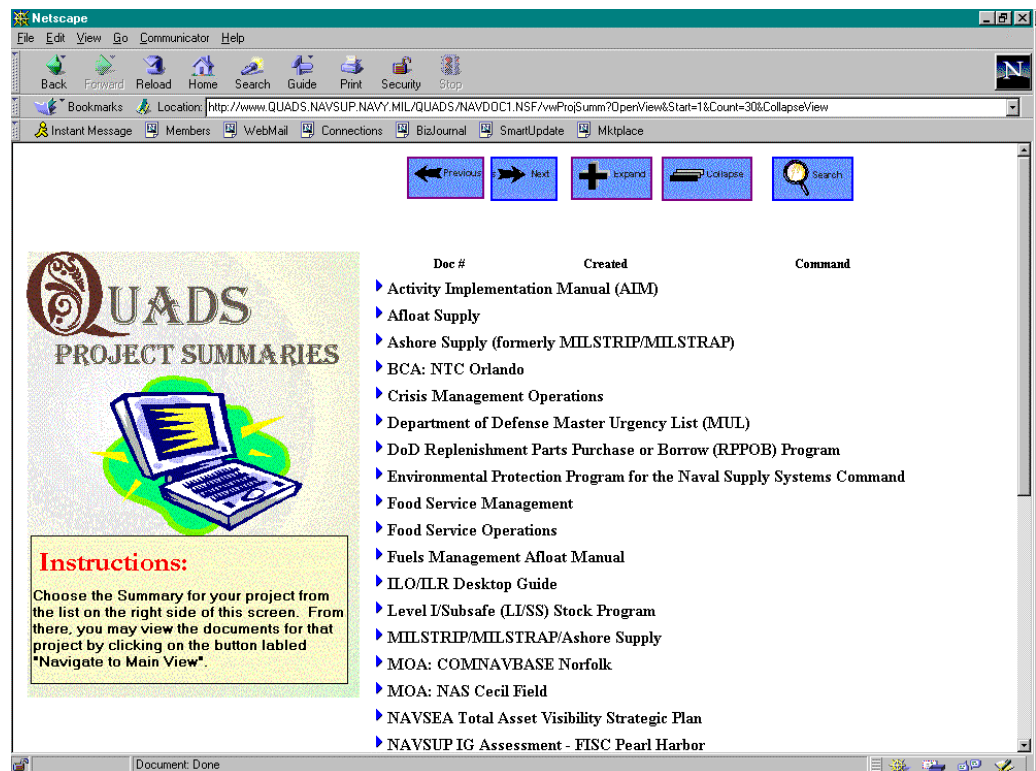
After clicking the collapsed twistie for the “Food Service Management” Project Summary, the screen will appear as shown in Figure 5.9. The subordinate documents for this project are now viewable. The “Food Service Management” Project Summary is fully expanded, and therefore has a downward-pointing arrowhead next to its title. This downward-pointing arrowhead is an expanded twistie. If you position the mouse directly on this expanded twistie and single click, the Project Summary will collapse to once again show only its superior document title. The screen will return to the way it appears in Figure 5.8.



Another method of expanding or collapsing projects while in the QUADS Project Summaries Navigator and View is to use the **Expand (+)** and **Collapse (-)** action buttons situated at the top of the QUADS database. In outline view, **Expand** will expand all subordinate documents for every QUADS Project Summary listed in the view. After pressing the **Expand** button, the screen will appear as shown in Figure 5.10. All subordinate documents for all QUADS Project Summaries listed in the view are now revealed.



**Figure 5.10 Project Summaries Navigator & View - Fully Expanded**



**Figure 5.11 Project Summaries Navigator & View - Fully Collapsed**



The **Collapse** button will subsequently distill the view to the highest level, leaving only a collapsed twistie next to Project Summary titles to indicate that subordinate documents are available. The Project Summaries Navigator and View screen is shown fully collapsed in Figure 5.11.

### Viewing a Project Summary

The QUADS user can view any Project Summary document listed on the right side of the screen in Figure 5.11 by first expanding the document. This can be accomplished in either one of the two methods discussed in the previous section. Once expanded, the project's subordinate documents will appear in the form of links. To view a Project Summary, select the desired link, and single click. A Project Summary document similar to the one depicted in Figures 5.12 will appear.



A typical QUADS Project Summary document will include information on the project title, originator, document number, point of contact (POC), plan of action & milestones (POA&M), and review team members. It may be necessary to scroll down to view all of the information contained in the Project Summary document.

The screenshot shows a Netscape browser window titled 'Food Service Management - Netscape'. The address bar shows a URL from the QUADS NAVSUP.NAVY.MIL domain. The page content includes a 'Project Summary' header with a ship icon, a 'Compose Date' of 04/08/97, and an 'Originator' of Robert Przydzial. Below this is a table with project details:

<b>Service:</b>	U.S. Navy	<b>Originator:</b>	Naval Supply Systems Command
<b>Title:</b>	Food Service Management	<b>Document #:</b>	P486 97-02
<b>POC:</b>	Curtis H Littleton/NVSPHQ/NAVSUP	<b>POC Phone #:</b>	717-605-7443

Below the table is a 'Reviewer Notes' section with text about incorporating markups and contact information for Curt Littleton and Dave Buntun. To the right is a 'Key Dates' section.

**Plan of Action & Milestones (POA&M)**

Please contact Curt Littleton 717 790-7443 or Dave Buntun 703 277-6616 if you have any questions.

**Key Dates**

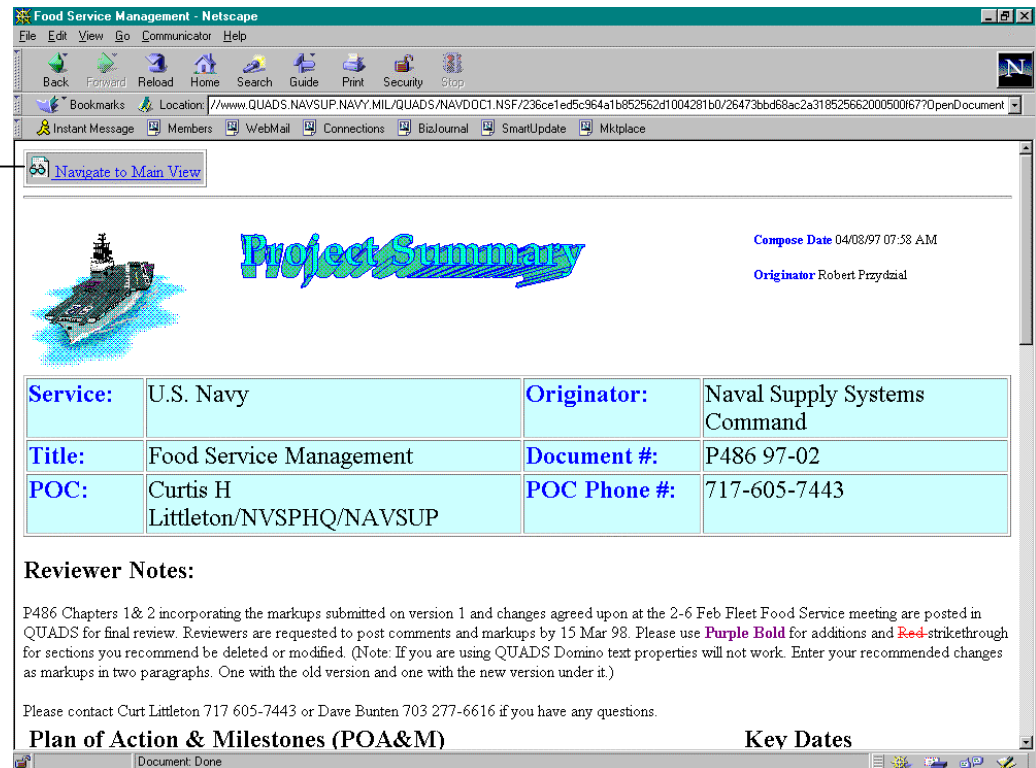
Load in QUADS:	02/17/98
Complete QUADS Review:	03/15/98
Incorporate Changes:	03/30/98
Final Document Approved for Publication:	04/30/98

**Review Team Members:**

- Jane P McMullen
- Joe E Faulkner
- CINCPACFLT USN
- CINCLANTFLT USN
- COMNAVAIRLANT USN
- COMSUBLANT USN
- COMNAVAIRPAC USN
- COMNAVSURFPAC USN
- COMSUBPAC USN
- Jerry L Heisey
- Deborah J Danner
- Richard L Schaefer
- NFMT Pearl Harbor
- NFMT Jacksonville
- NFMT Norfolk
- Curtis H Littleton
- NFMT San Diego

**Figure 5.12 Project Summary Document**

Navigate to  
Main View



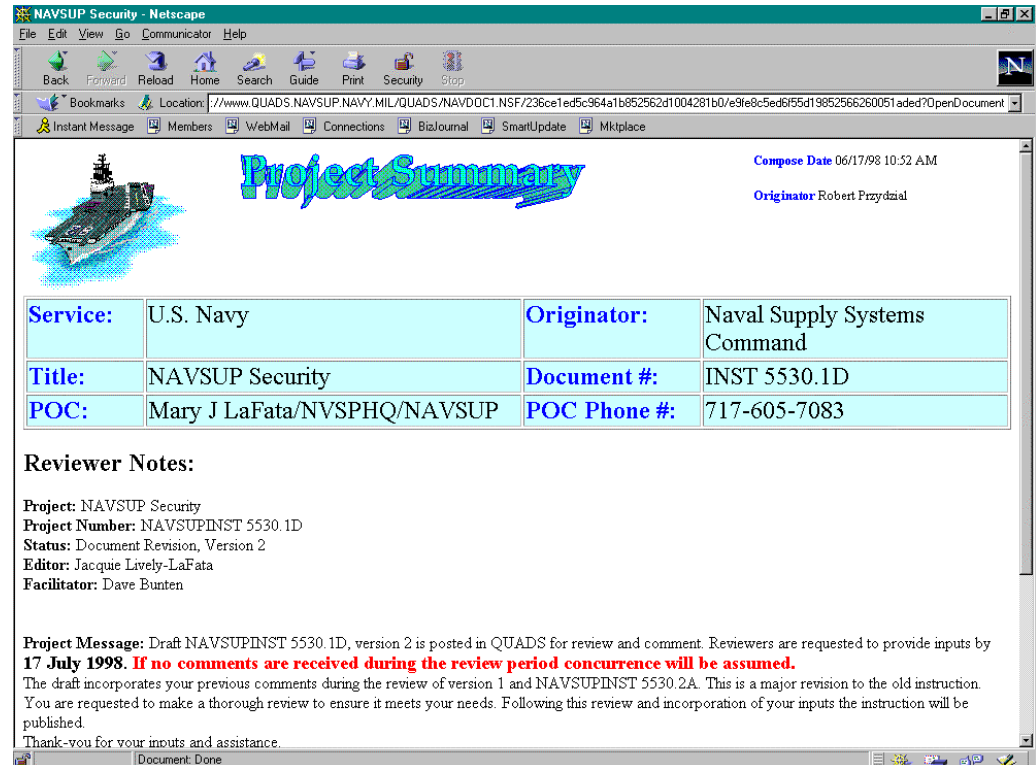
**Figure 5.13 “Navigate to Main View” Button**

When finished reviewing the Project Summary document, you have two options. You may return to the Project Summaries Navigator and View screen to view other Project Summary documents. This can be accomplished by selecting the Back button located on the browser toolbar, or by pulling down the Go menu and highlighting Back.

You are not, however, required to return to the Project Summaries Navigator and View. You may instead navigate directly to the QUADS Main View by selecting the Navigate to Main View button in the upper left corner of the screen, pointed out in Figure 5.13. The screen will transition to the QUADS Main Navigator and View for the project that you are currently viewing in Project Summary form, in this case the “Food Service Management” project. An illustration of the QUADS Main Navigator and View is shown at Figure 5.15.

Being Added as a Reviewer

The Project Summary document shown in Figure 5.14 does not have a **Navigate to Main View** button in the upper left corner. This is because you cannot access the Main View for projects for which you are not currently a reviewer. You may still access the Project Summary, however, to see if you are interested in becoming a reviewer. If so, contact the project point of contact (POC); most welcome the participation of additional subject matter experts. The POC name and phone number are listed on the Project Summary.

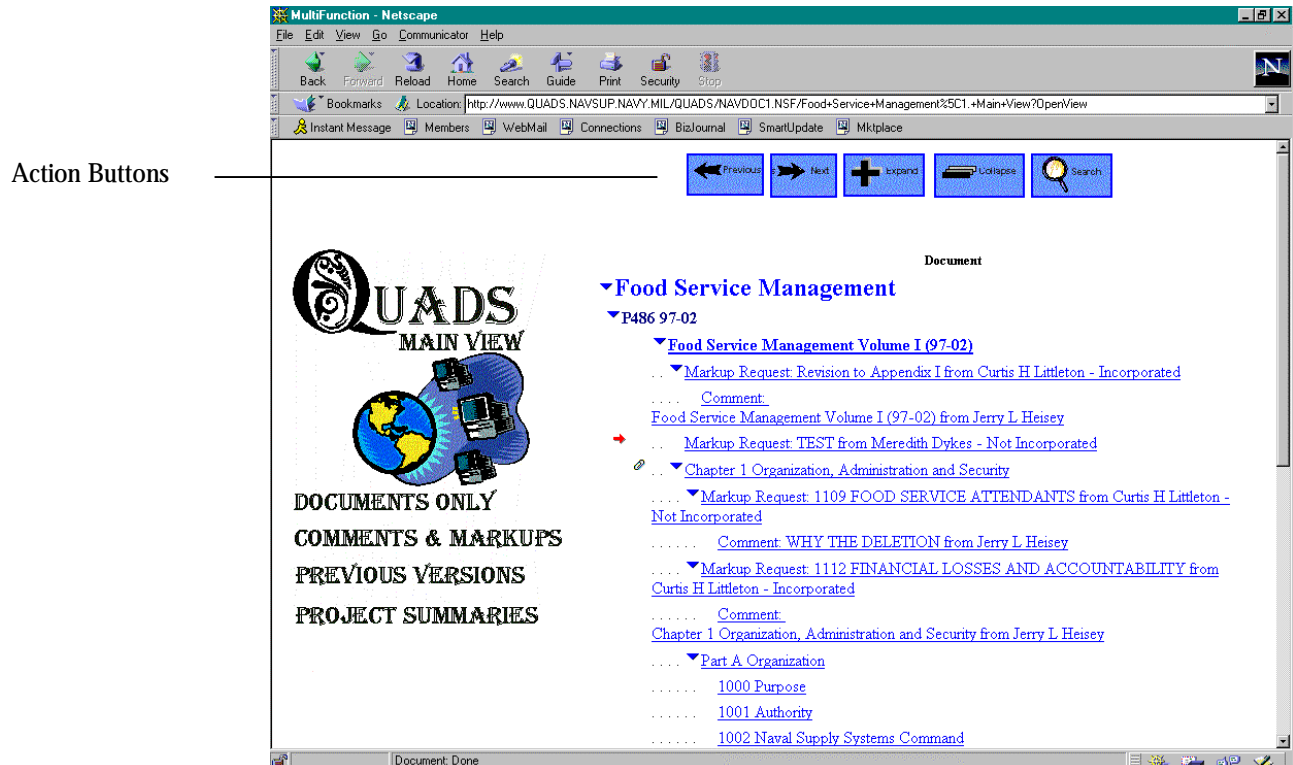


**Figure 5.14 Project Summary Without “Navigate to Main View” Button**



## Main Navigator & View

Figure 5.15 shows the QUADS Main Navigator and View screen. Looking at this diagram, you will see the navigation panel on the left, the project outline on the right, and the action buttons across the top. Before proceeding, let's take a moment to become familiar with each of these tools.



**Figure 5.15 Main Navigator & View - Main View**

### Navigation Panel

There are five different views accessible from the navigation panel on the left side of the screen. These views include Main View, Documents Only, Comments & Markups, Previous Versions, and Project Summaries. The navigation panel allows you to customize what is shown on the right side of the screen in the project outline.

---

#### MAIN VIEW

---

The QUADS Main View is accessed by selecting the **Main View** hotspot located on the navigation panel. The Main View shows all documents within a particular project, as well as associated comment and markup requests aligned with the documents to which they apply. Figure 5.15 currently shows the Main View for the “*Food Service Management*” project.

---

DOCUMENTS  
ONLY

---

In addition to the QUADS Main View, several other types of views are accessible from the navigation panel. You can show the documents in the view without comment and markup requests embedded by selecting the **Documents Only** hotspot. This will navigate the screen to the Documents Only view, shown for the “*Food Service Management*” project in Figure 5.16. Incidentally, you may still enter comments or markup requests from the Documents Only view. When you reload or refresh the view, your comments and markups will not be visible, however, because you are still in the Documents Only view. When you either return to the Main View or switch to the Comments and Markups view, you will be able to see your input there.



**Figure 5.16 Documents Only View**

---

COMMENTS &  
MARKUPS

---

In a similar fashion, you can view comments and markups only by selecting the **Comments & Markups** hotspot. The Comments & Markups view is shown in Figure 5.17. The sort order in this view is comments or markups in order by date, beginning with the most recent. If no comments or markup requests have been submitted for a particular project, the screen will return a “No Documents Found” message.



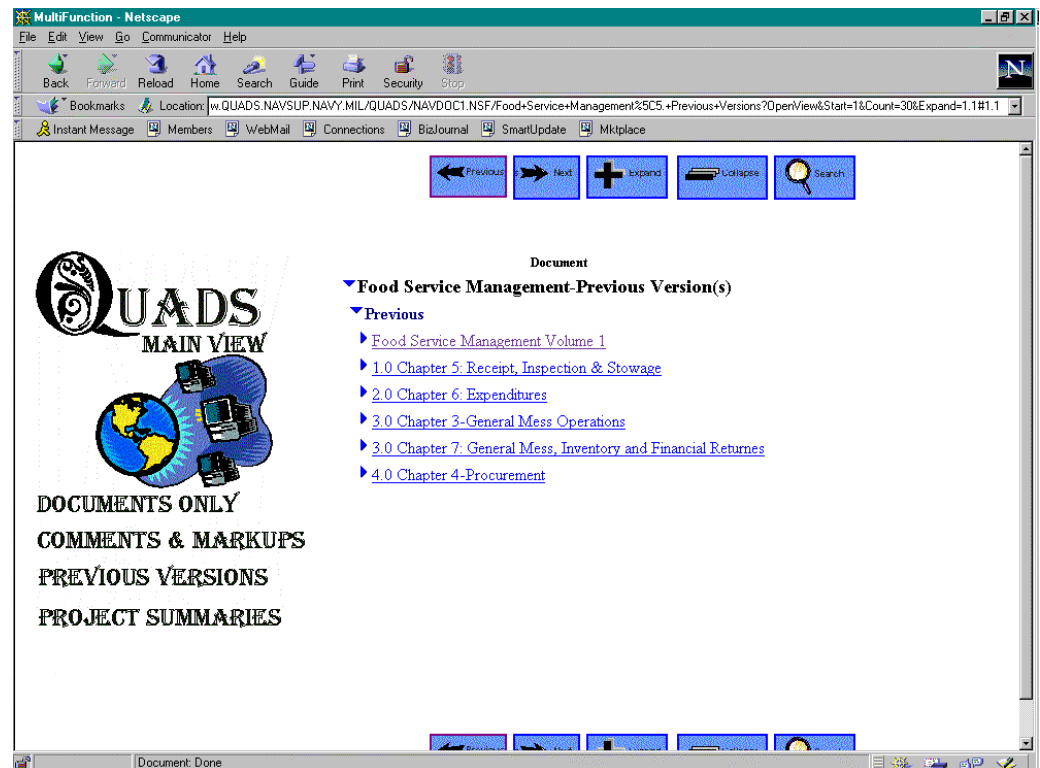
**Figure 5.17 Comments & Markups View**

---

PREVIOUS  
VERSIONS

---

Previous versions of the selected project can be viewed by selecting the **Previous Versions** hotspot on the navigation panel. Previous versions of a document will provide useful comparisons during the review process. A typical Previous Versions view screen is shown in Figure 5.18. From this view, you can view the desired previous version in text form by simply clicking its link. In this view, all comments and markup requests are embedded within the document, as they are in the Main View. If no previous version exists, the screen will return a “No Documents Found” message.



**Figure 5.18 Previous Versions View**

---

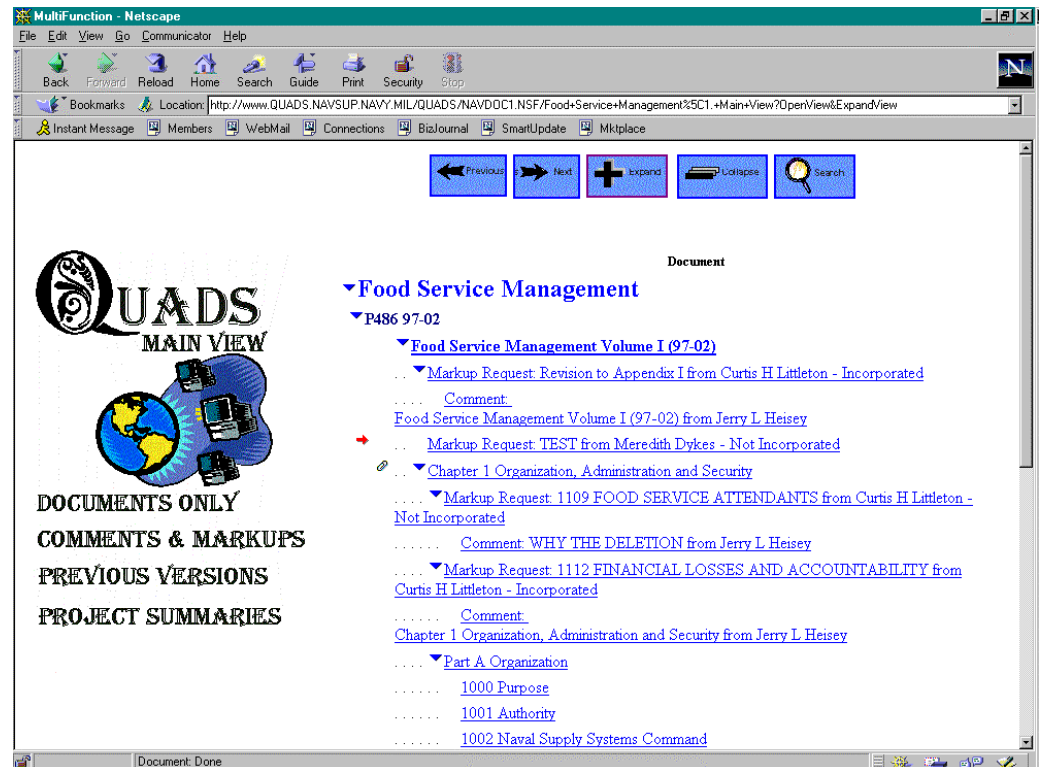
PROJECT  
SUMMARIES

---

Finally, you can return to the Project Summaries Navigator and View screen to view other Project Summary documents by selecting the **Project Summaries** hotspot.

## Project Outline and Action Buttons

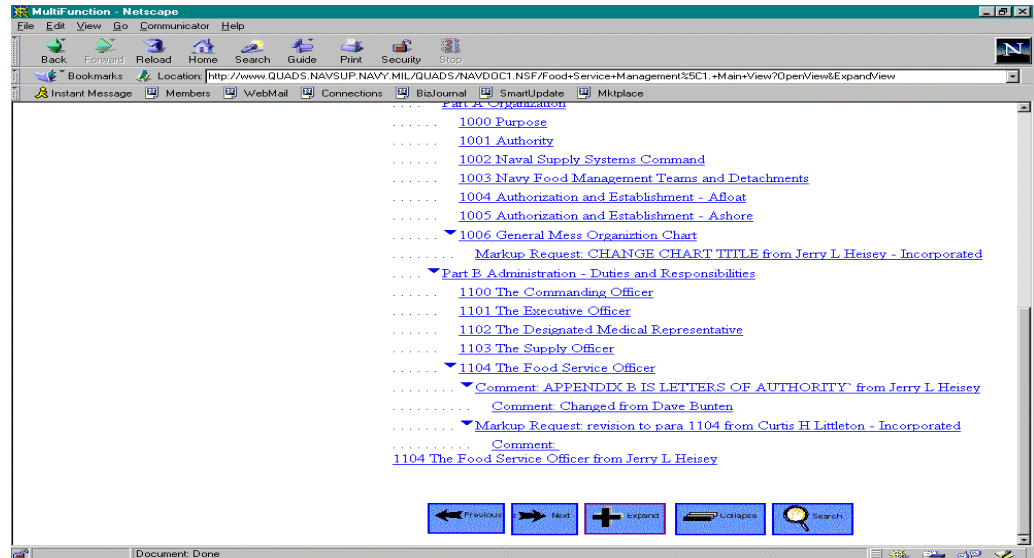
Let's return to the Main View screen to illustrate some important concepts involving the project outline and action buttons. The features discussed in this section, however, are also applicable to the other views. The project outline, on the right half of the screen in Figure 5.19, reveals the documents that are under review for the selected project. This project outline is currently fully expanded to illustrate an important feature. Often, when projects are fully expanded, the list of documents and comments or markups is so long that not all links can be seen on the screen at the same time, thus the documents are broken down into various sets. It may become cumbersome to navigate through these many sets of documents. The **Next** and **Previous** buttons may prove useful at this point. Scroll the screen all the way down, as shown in Figure 5.20, to reveal all documents, comments, and markups in the current section.



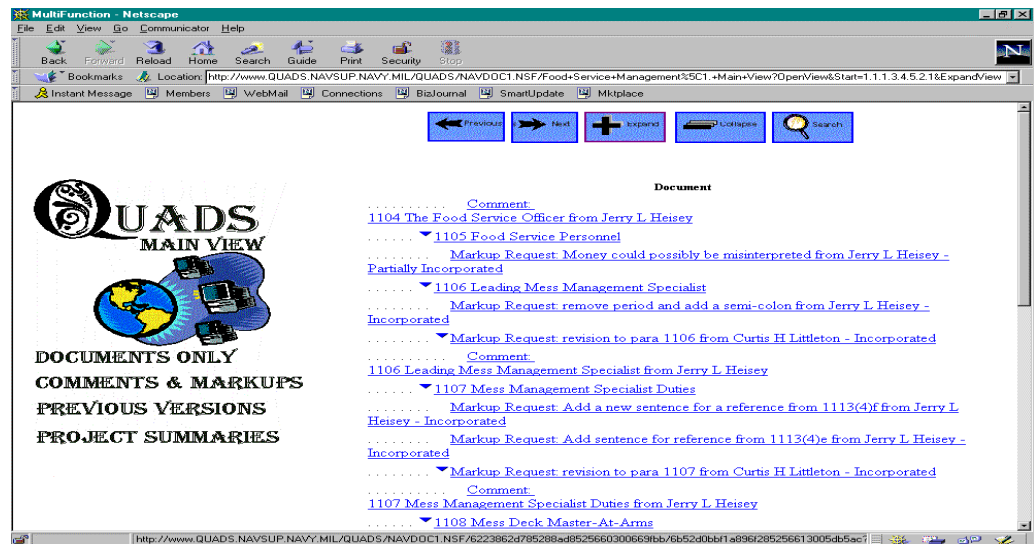
**Figure 5.19 Main View - Fully Expanded**



To move to the next *set* of consecutive documents, select the **Next** button. Regardless of whether you press this button while viewing the screen in Figure 5.19 or 5.20, the screen will appear as shown in Figure 5.21. Figure 5.21 shows the next set of documents, beginning with the document that was at the very bottom of the previous section, in this case, a comment on section 1104.



**Figure 5.20 Using the "Next" Button**



**Figure 5.21 Using the "Previous" Button**



Use the Previous button to view the previous set of documents in the document hierarchy. In this case, selecting the Previous button while viewing the screen shown in Figure 5.21 will bring the screen to the very top of the previous set of document titles, as shown in Figure 5.19.



You can expand and collapse projects in the Main View in much the same way as you can while in the Project Summaries Navigator and View. In outline view, the **Expand** and **Collapse** buttons will expand or collapse all subordinate documents in the view to reveal or conceal associated sub-documents.



The **Search** button will perform a full text search of the projects currently displayed in the view. See Chapter 6 for further details.

## Viewing QUADS Documents

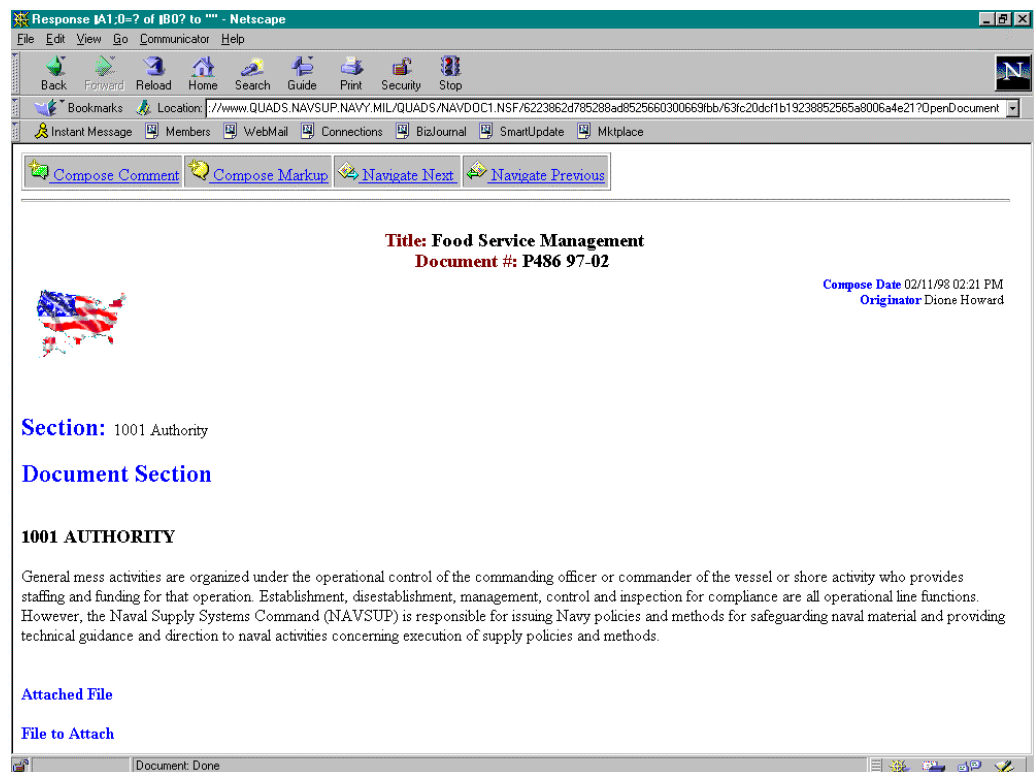
All QUADS documents share some common appearance features. One such feature is the “outline” or hierarchical structure of the document, as shown in this example. The document is divided by volume, by chapter, by part, and by specific articles. The hierarchy is further emphasized by the indentation of the various documents in the outline view. When you submit a comment or markup request pertaining to a specific document section, the submitted input will appear in the view below the document section, and it will be slightly indented. Once the view has been refreshed, the referenced document section will have a twistie next to its title, while the submitted comment or markup will have a red “arrow” pointing towards it in the view. This red arrow symbol indicates that there is new information on your desktop. The arrow will remain in place for several days, and then will automatically disappear after that time. It is simply a graphical aid to highlight new information to the user. Another common appearance feature is the “paperclip” symbol, which indicates that a file is attached to a particular document. Additional details are available in Chapter 6.



**Figure 5.22 Selecting a QUADS Document to View**

To look at any document found in the project outline, position the mouse directly on the desired link, and single click. To view the document entitled “1001 Authority,” for example, simply single click its link, as shown in Figure 5.22.

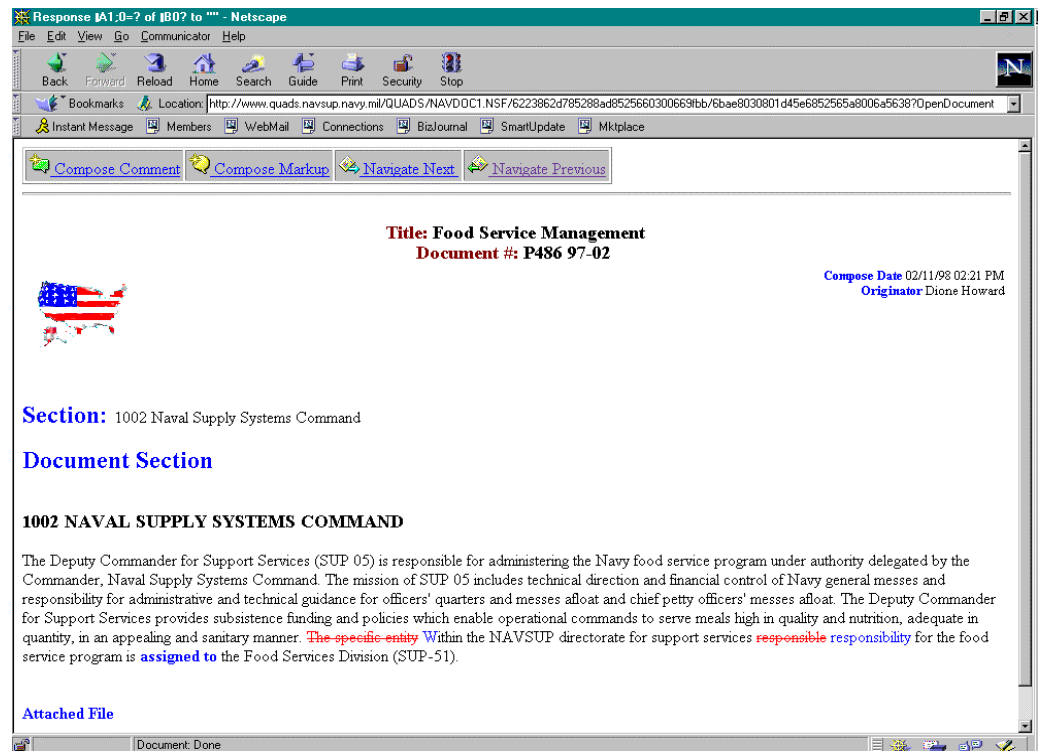




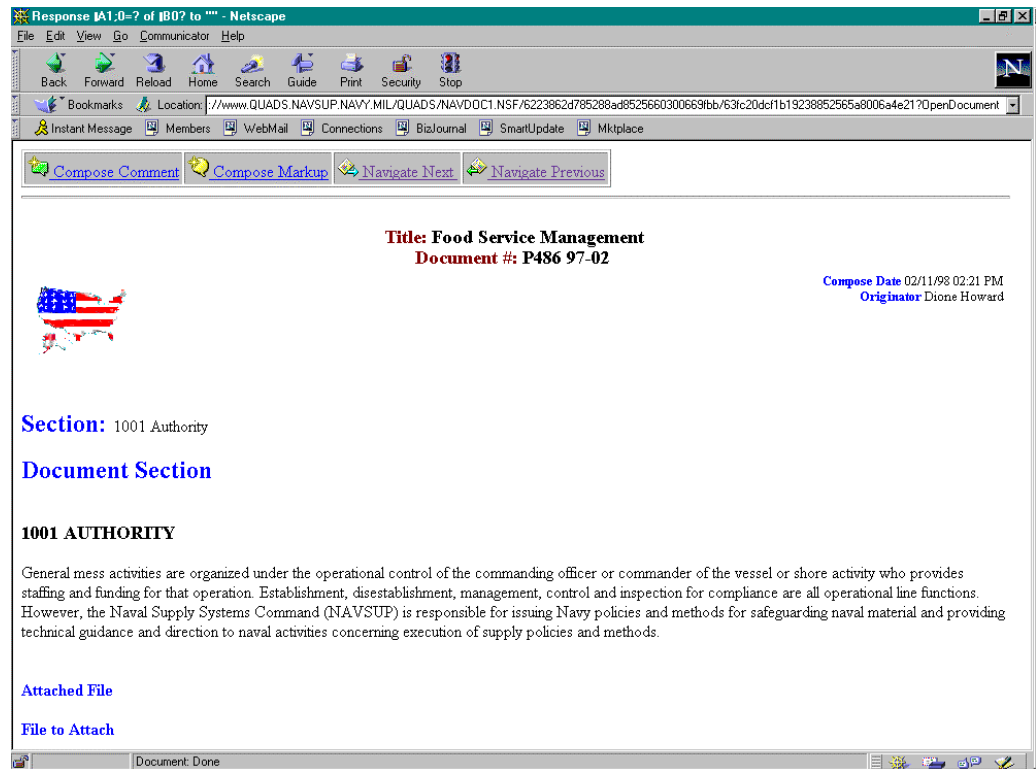
**Figure 5.23 Typical QUADS Document**

After opening the document, you will be able to see the text in paragraph form. A typical QUADS document is depicted in Figure 5.23. All QUADS documents share some common characteristics. Each document form displays a Title and Document Number at the top of the screen. In the example in Figure 5.23, "Food Service Management" is the project title, and the document # is P486 97-02. A Compose Date and Originator block appears in the upper right corner of the screen. This shows when and by whom this document was created. Below the flag on the left, you will see a Section which identifies the particular document under review, in this example "1001 Authority." Below the part of the form entitled Document Section, you see the actual text to review. At the very bottom is a space in which a file may be attached.

While viewing a particular document like the one shown in Figure 5.23, you have access to the **Navigate Next** and **Navigate Previous** buttons. **Navigate Next** will transition the screen to the next sequential document in the document hierarchy. For instance, selecting the **Navigate Next** button while viewing the section “1001 Authority,” the screen will proceed to the next sequential document, as shown in Figure 5.24. The screen transitioned from section 1001 to section 1002. On the other hand, selecting the **Navigate Previous** button while viewing section 1002 will transition the screen to the previous document, or section 1001, shown in Figure 5.25.



**Figure 5.24 Using the “Navigate Next” Button**



**Figure 5.25 Using the “Navigate Previous” Button**

## The Process of Review

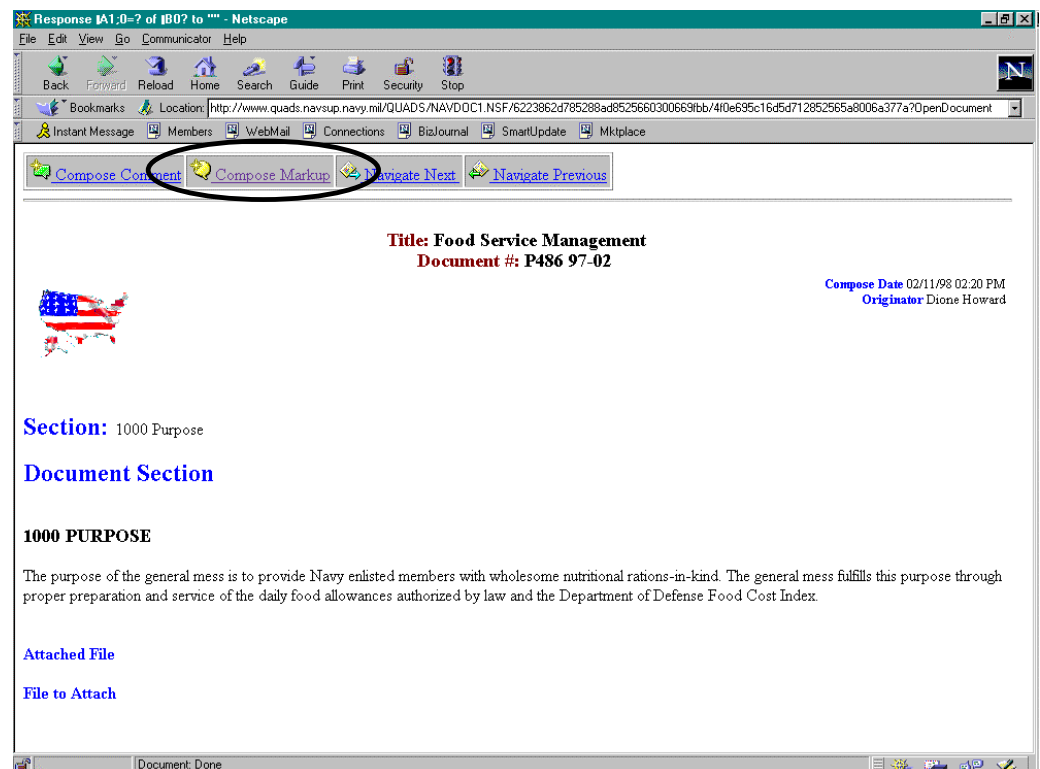
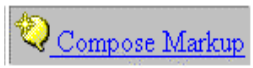
Comment and markup requests are the methods by which a reviewer provides specific input to the document editor using the QUADS system. With QUADS, electronic comments and markups can be added at any time.

### Markup Requests

Markup requests are the QUADS approach to the traditional “redline.” Markup requests are not immediately acted upon in QUADS, but rather, are reviewed by the publication editor for adjudication of the decision regarding the extent to which the markup request will be incorporated.

#### Composing a Markup Request

Open the document section about which you have a specific revision recommendation to make. To open a markup request form, select the **Compose Markup** button from the top of the screen, as shown in Figure 5.26.



**Figure 5.26 “Compose Markup” Button**

The Markup Creation/Editing Screen, as shown in Figure 5.27 will appear. The “Reference” at the top of the page shows the document section against which you are making a markup request. Be sure this is correct before proceeding. Enter a brief key thought in the space provided. Type markup text with your specific recommendations in the field below the “Markup Description” portion of the form. Note that the standard editing functions of cut-paste-copy are available under the **Edit** menu on the browser toolbar.

**Figure 5.27 Markup Creation/Editing Screen**

Note:

Text properties (e.g., bold underline, color, italics) are not available in the Lotus Notes Domino version of QUADS. Thus, you must be as concise as possible when entering markup text to ensure that the document editor knows exactly what you are suggesting be revised, and how.

Files may be attached and submitted with either a markup request or a comment. The process of attaching files is examined in Chapter 6. After entering the markup text, select the **Submit** button from the bottom of the form, as shown in Figure 5.28.

**New Markup Request - Netscape**

File Edit View Go Communicator Help

Back Forward Reload Home Search Guide Print Security Stop

Bookmarks Location: w.QUADS.NAVSUP.NAVY.MIL/QUADS/NAVDOC1.NSF/efc6fb3bc18f883f852562a900602f2b?OpenForm&ParentUNID=63fc20dcf1b19238852565a9006a4e21

Instant Message Members WebMail Connections BizJournal SmartUpdate Mktplace

**Key Thought:** Insert parantheses

**Markup Description**

Change

"Establishment, disestablishment, management, control and inspection for compliance"

to read

**Insert quotation marks**

File to Attach Browse...

**Markup Disposition**

The above markup was... ☐ Incorporated

☐ Partially Incorporated

☐ Not Incorporated

☐ Held for Review

Submit

Document: Done

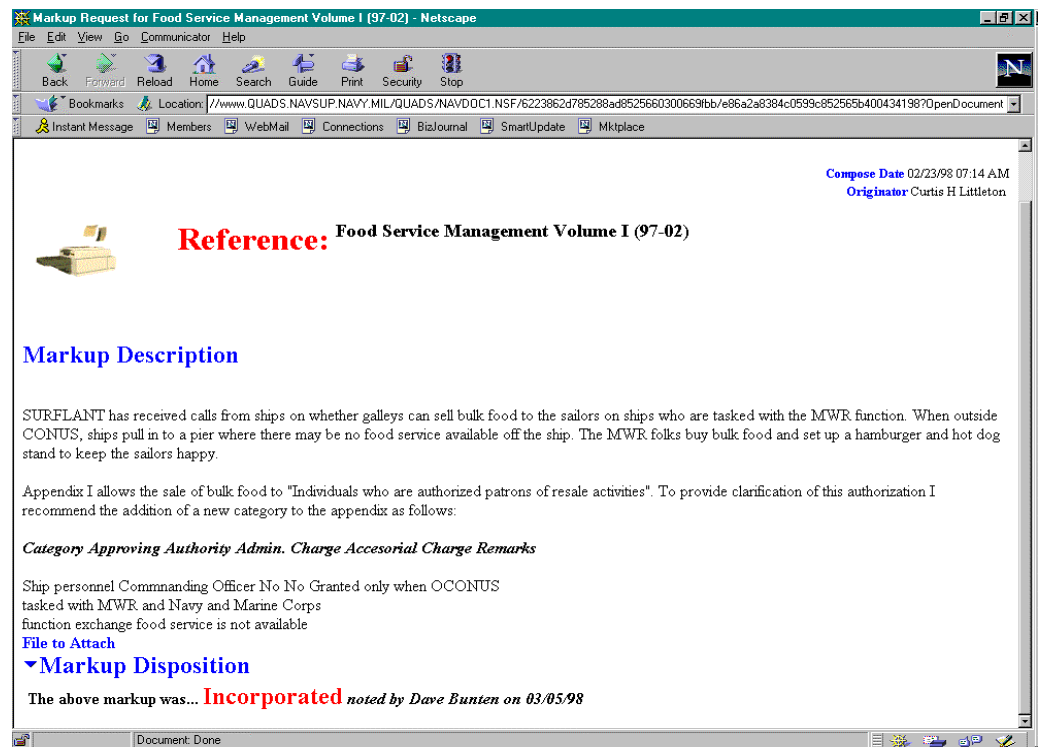
**Figure 5.28 Submitting a Markup Request**

**Note:**

It is important to note that only a SINGLE click is required to submit your input. *Multiple clicking will submit the same input repeatedly.* When your input has been received at the QUADS main (QUADSMAN) server, the screen will return a "Thank you" message for verification; simply click the **OK** button to proceed. Occasionally, if the WWW is experiencing heavy usage, the speed between your submission and the acknowledgment is slow. Please be patient and refrain from the temptation of clicking the **Submit** button again.

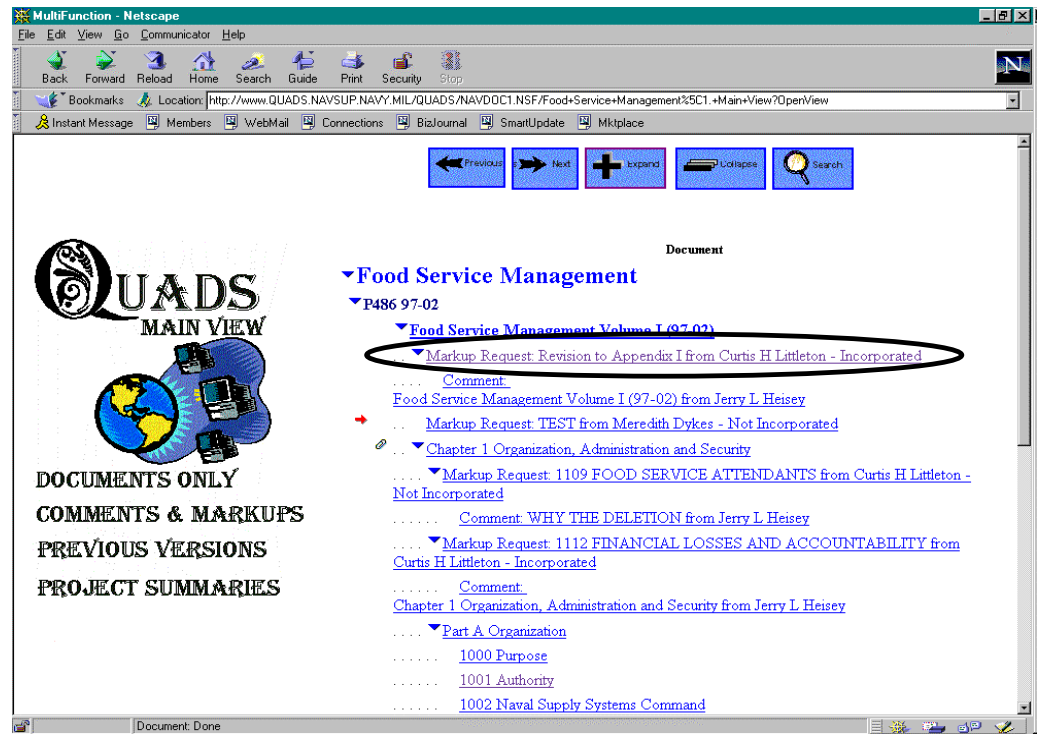
### Dispositioning of Markups

The editor of the project has the responsibility to provide feedback to the reviewer as to the disposition of input. The markup request may be incorporated, partially incorporated, not incorporated, or held for review. The editor may also include additional comments in the disposition feedback to the reviewer. After the editor has reviewed and dispositioned the markup request in Lotus Notes, the “disposed” markup will appear as shown in Figure 5.29. The markup disposition is indicated at the bottom of the form. If the disposition is collapsed when the markup is opened, click its twistie to expand it.



**Figure 5.29 A Dispositioned Markup Request**

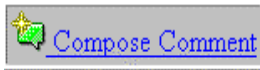
Figure 5.30 is an example of how a dispositioned markup request will appear in the outline view. Note that the extent of the disposition, in this case “Incorporated,” is indicated after the markup title in the view.



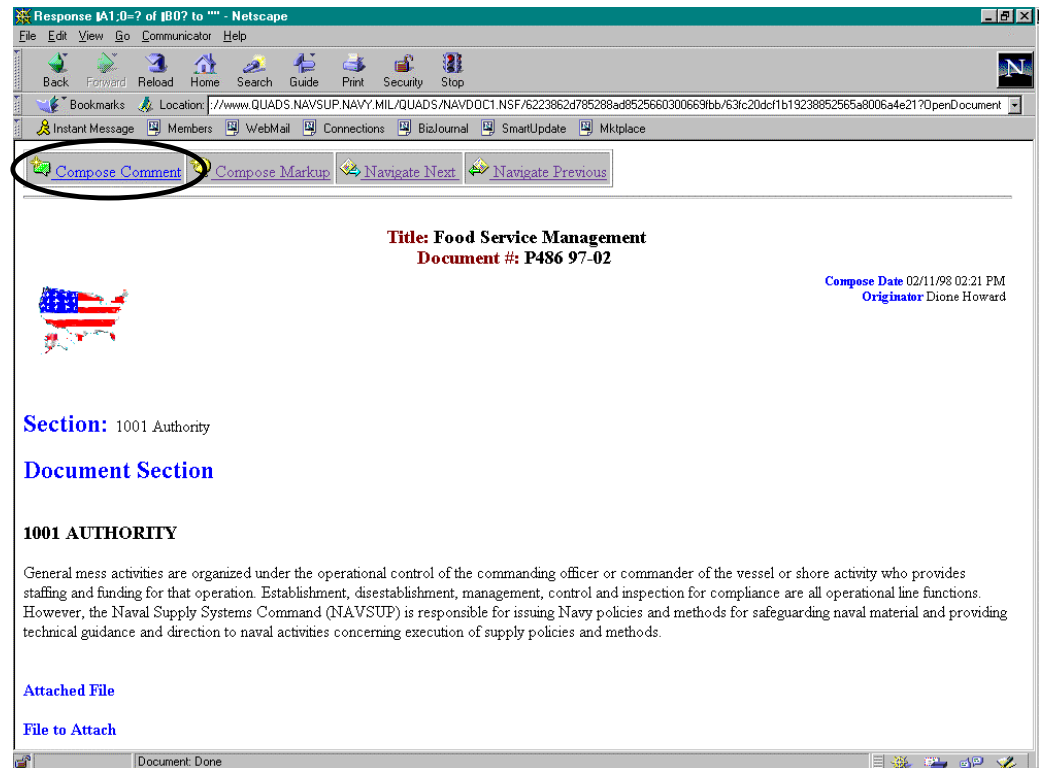
**Figure 5.30 Outline View Showing Markup Disposition**



## Generating Comments



Commenting capability is provided to pose questions and add information or another perspective to a posted markup, comment, or document section. From the Main View, select the markup, comment, or document section about which you want to generate a comment, and select the Compose Comment button, as shown in Figure 5.31.



**Figure 5.31 “Compose Comment” Button**

The Comment Creation/Editing screen will appear as shown in Figure 5.32. Notice that the comment form displays the referenced document to which the comment will be attached in the view. In this example, the referenced document is “1001 Authority.” The Compose Date and Originator block in the top right corner of the comment form places a date and time stamp on the submission and give attribution to you as a reviewer.

The screenshot shows a Netscape browser window titled "New Response to '1001 Authority' - Netscape". The address bar shows a long URL. The main content area displays "Referenced Document: 1001 Authority" with a small icon of a document and a folder. Below this, there is a "Key Thought:" label followed by a text input field containing the word "Field". Underneath is a "Comments" label followed by a large text area containing the text "A wider field would distort the table following the text.". At the bottom, there is a "File to Attach" label followed by a text input field and a "Browse..." button. In the top right corner, there is a "Compose Date" of "02/11/98 02:21 PM" and an "Originator" of "Meredith Dykes". The status bar at the bottom shows "Document: Done".

**Figure 5.32 Comment Creation/Editing Screen**

Type a brief key thought and the comment text in the appropriate fields. Standard editing features of cut-paste-copy are available. After entering the comment text, select the **Submit** button at the bottom of the form. A “Thank you” message will appear to verify that the comment has been successfully submitted; click **OK**.

## Interleaving Comments and Markups

The ability to generate comments and markups electronically is a strong feature of the QUADS system. QUADS allows comments on markups and comments on comments. This creates the collaborative feel of a team working jointly on a document review and has similar attributes to a “discussion thread” in most e-mail systems. It also creates a record behind the rationale for making decisions about policy revision and helps to streamline the review process.

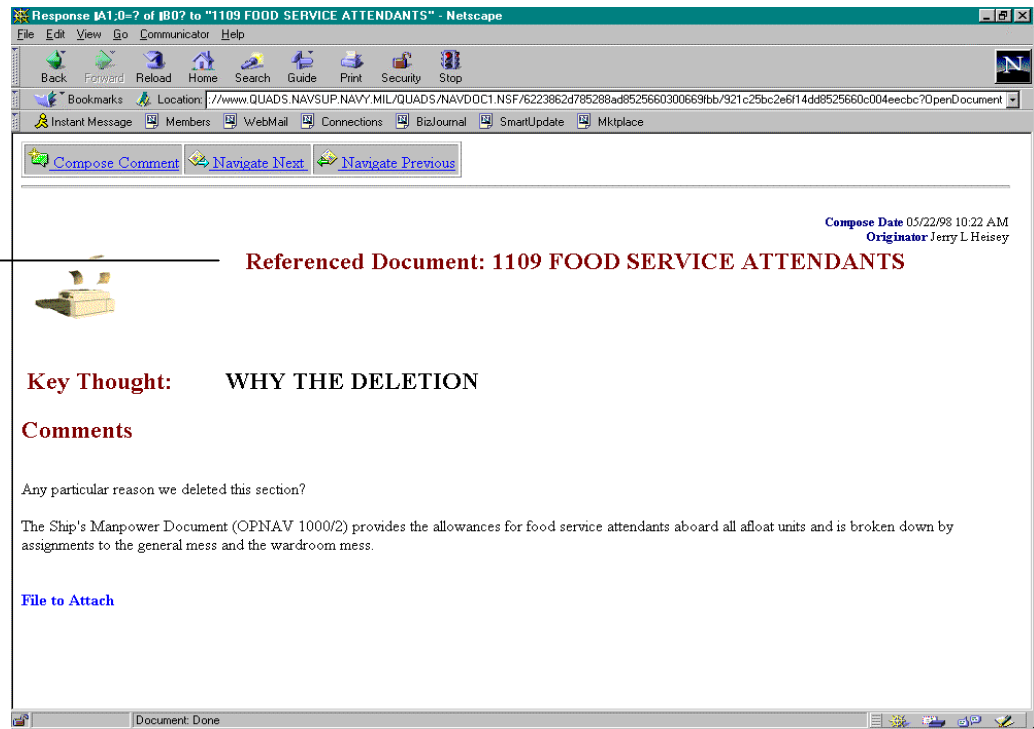
Comment on a  
Markup Request



**Figure 5.33 Comment on a Markup Request**

As can be seen in Figure 5.33, the comment “WHY THE DELETION” pertains to the markup request entitled “1109 FOOD SERVICE ATTENDANTS.” This is evidenced by the fact that the comment appears below the markup request to which it applies, and is slightly indented. Note that the markup request has a twistie next to its title in the view to indicate that subordinate documents exist. To open this comment, select its link in the view.

Reference



**Figure 5.34 Reviewing a Submitted Comment**

The submitted comment will appear as shown in Figure 5.34. As you can see, the referenced document at the top of the comment form is actually the key thought from the markup request to which the comment applies. This process of interleaving comments on comments and comments on markups can continue indefinitely and is the heart of the QUADS system.

## Chapter

## 6

## Other QUADS Features

## Searching

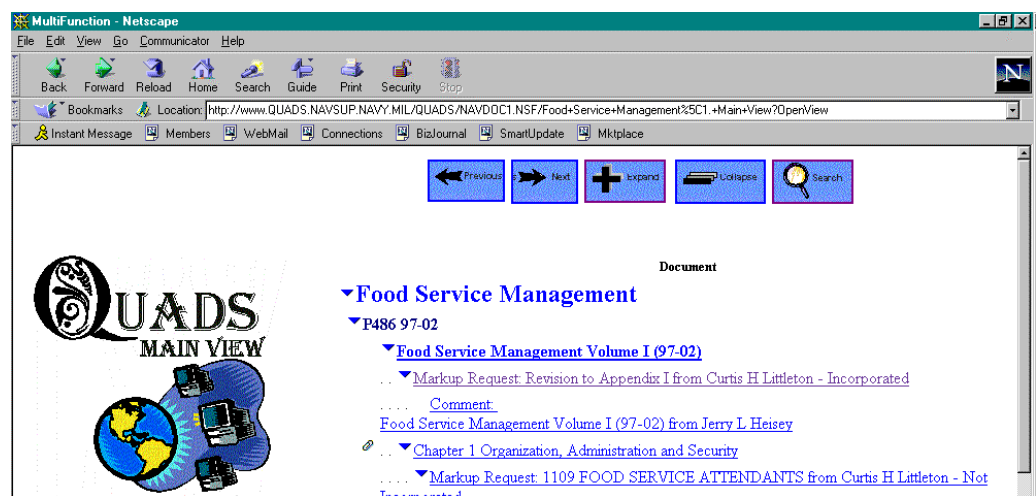
Searching for text, documents, or field values is a powerful feature of many database engines. QUADS is no exception to this, offering users the distinct advantage of conducting an automated search for items of interest with the on-line search engine.

## Full Text Search

QUADS contains a full text search engine that allows the user to find instances of an item across the broad spectrum of documents in the database. Manually looking for a specific document could be a daunting task, involving searches through 3 or 4 major views. With the QUADS search engine, it would take less than a minute.



To initiate a search from a particular QUADS view, select the **Search** action button at the top of the view, as shown in Figure 6.1.



**Figure 6.1 Initiating a Search**

The Full Text Search screen appears, as shown in Figure 6.2. Select the desired sort criteria and word options. Enter the search criteria in the search field and select the **Search** button.

Enter  
Search Criteria

Full Text Search

Search for the following word(s):

Limit results to:

Sort results by:

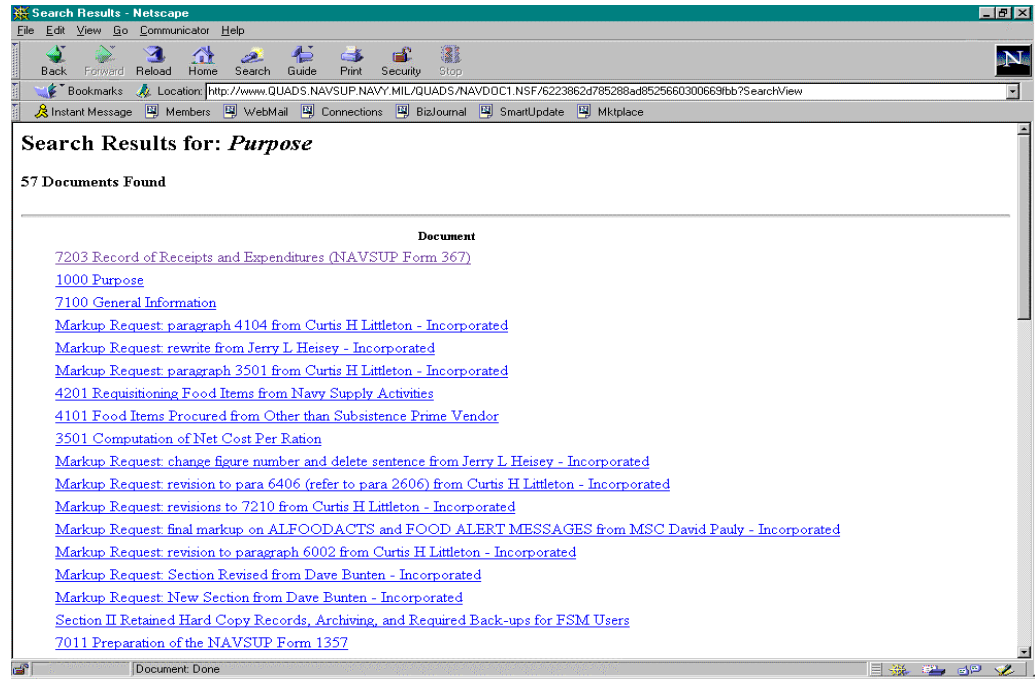
- ☒ Relevance
- ☐ Oldest first (by date)
- ☐ Newest first (by date)

Word options:

- ☐ Find exact word matches only
- ☐ Find word variations as defined by thesaurus

**Figure 6.2 Full Text Search Screen**

Search results appear in the form of links, as shown in Figure 6.3, in the sort order that you specified. Select the desired link to view the document, markup request, or comment that contains the search text.



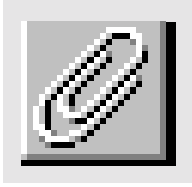
**Figure 6.3 Search Results**

Note:

An error screen will appear whenever you enter search criteria that is too general. The error screen prompts you to refine the search.

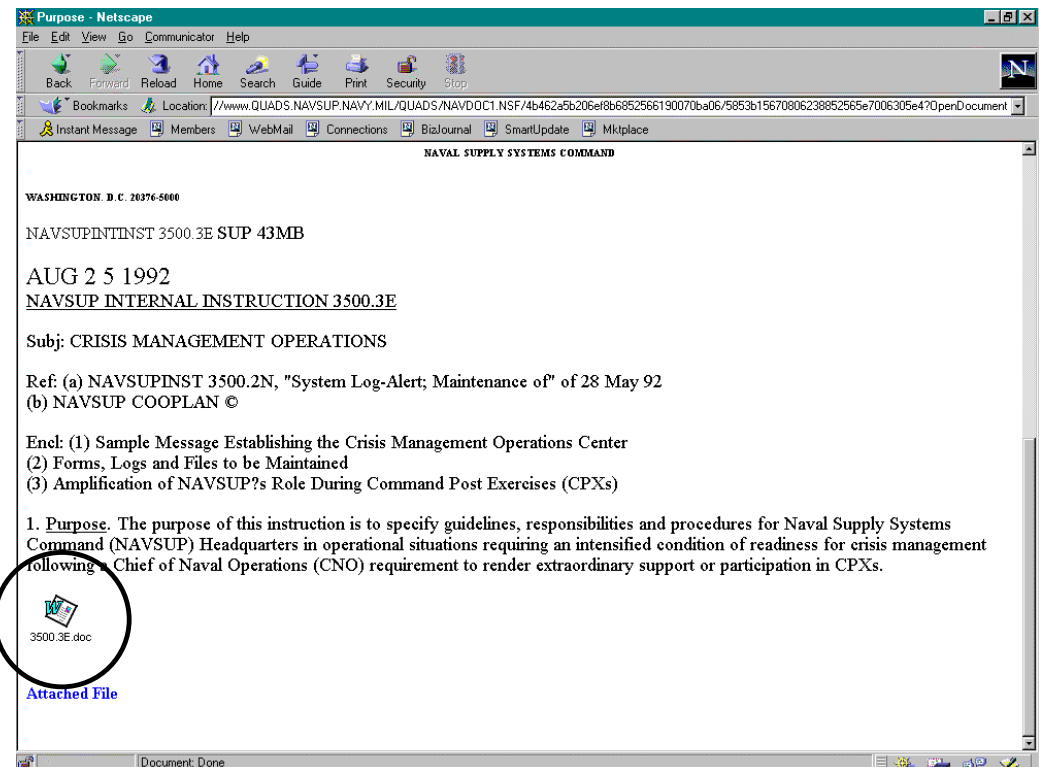


## Attaching & Detaching Files



Some documents in QUADS will have attached source files. These are generally Microsoft Word files that were used to create the documents and views. These are typically the documents to which the editor will apply reviewers' markup requests and comments. When QUADS was only available in the Lotus Notes environment, attached files were often used by commands with only one QUADS POC to allow them to route the files in e-mail. However, recall that if you have Internet access, you can be set up with your own access to the documents under review.

In addition, attached source files are useful for seeing and printing the formatting of the original document. Notice in Figure 6.4 that the normal alignment of the first page of a Navy instruction is "skewed," all subject references and enclosures are left aligned. This is because the web does not recognize the normal text and paragraph formatting properties; tabs, indents, and the like; that are built into the Word source files.



**Figure 6.4 An Attached File**

Each chapter or major division in a particular publication will have the associated MS Word document(s) shown as an MS Word icon(s) at the *very bottom* of the section, as shown in Figure 6.4. Double click this icon to proceed.

**Note:**

After double clicking the MS Word icon, what happens next will depend on your individual browser preferences. Some browsers may be set up to automatically launch the attached file in the native text editor format (Microsoft Word or the like), or if you do not have the native word processing application on your desktop, to launch it in another application. We recommend, however, detaching the file and saving it to the local drive. The file can subsequently be viewed in the native application.

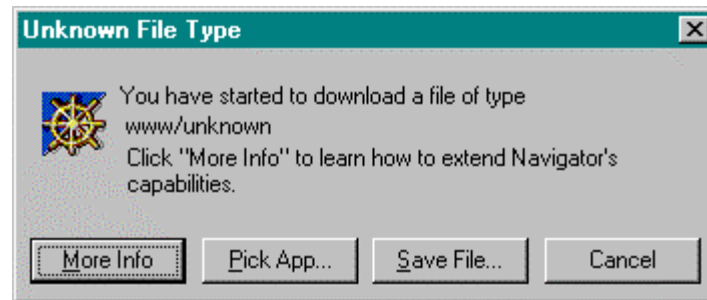
In outline view, documents with attached files will have a “paperclip” icon located to the left of their titles, as shown in Figure 6.5. This paperclip makes it easy to spot documents, comments, or markups with attached files.



**Figure 6.5 View Showing an Attached File**

### Detaching Files

You may **Detach** (really a misnomer - one actually saves the file to the local drive) a file by double clicking its MS Word icon. The dialog box, shown in Figure 6.6 appears giving you the opportunity to detach/save the file locally. Select the **Save File** button. Another dialog box appears allowing you to designate where to save the attached file on your hard drive. Select the desired file and click **Save** when finished.



***Figure 6.6 Dialog Box for Detaching File***

## Attaching Files

When submitting a comment or markup request, you may wish to attach a file for clarification purposes. Whether you are attaching a file to a comment or to a markup request, the process is virtually the same. Open the desired document and select the **Compose Comment** or **Compose Markup** button respectively. The Creation/Editing screen, as shown in Figure 6.7, appears. Once you have entered the key thought and the comment or markup text, select the **Browse** button at the bottom of the form.

**New Markup Request - Netscape**

File Edit View Go Communicator Help

Back Forward Reload Home Search Guide Print Security Stop

Bookmarks Location: QUADS.NAVSUP.NAVY.MIL/QUADS/NAVD0C1.NSF/efc6fb3bc18f883f852562a900602f2b70?OpenForm&ParentUNID=5853b15670806238852565e7006305e4

Instant Message Members WebMail Connections BizJournal SmartUpdate Mktplace

Compose Date 04/15/98 02:01 PM  
Originator Meredith Dykes

**Reference:** 1.0 Purpose

**Key Thought:**

**Markup Description**

**File to Attach**  **Browse...**

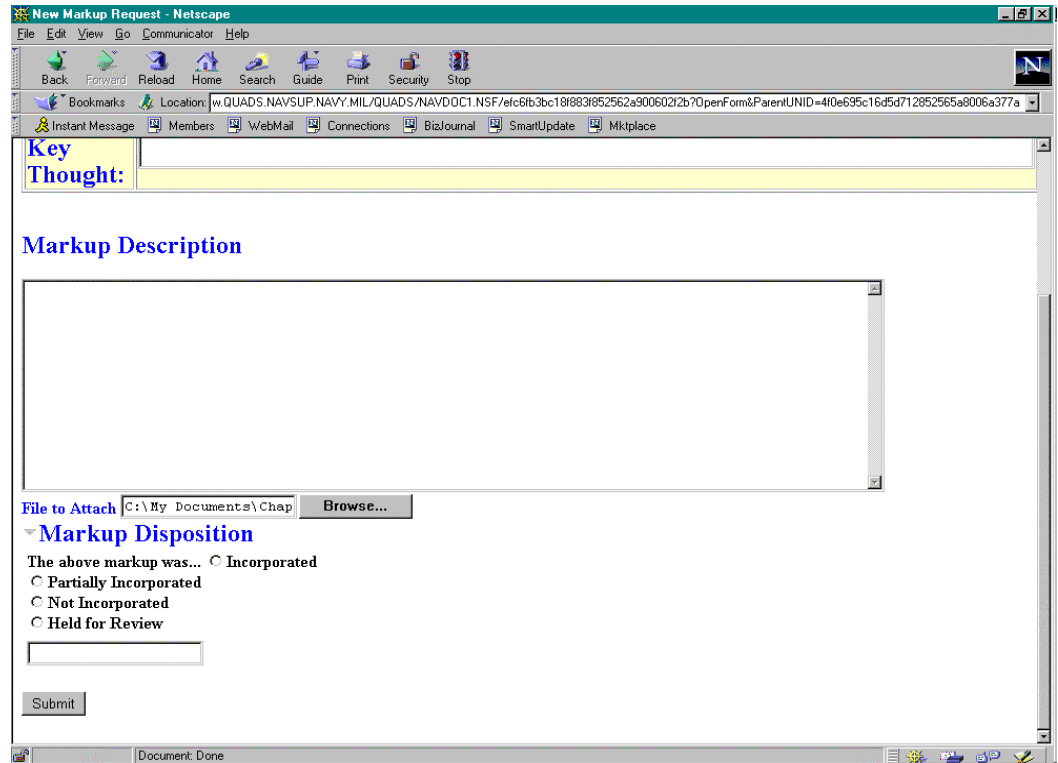
**Markup Disposition**

Document: Done

**Figure 6.7 Attaching a File to a Comment or Markup**

A dialog box appears at the center of the screen allowing you to browse your hard drive to locate the file that you wish to attach. Once the desired file has been located, select the Open button located on the dialog box.

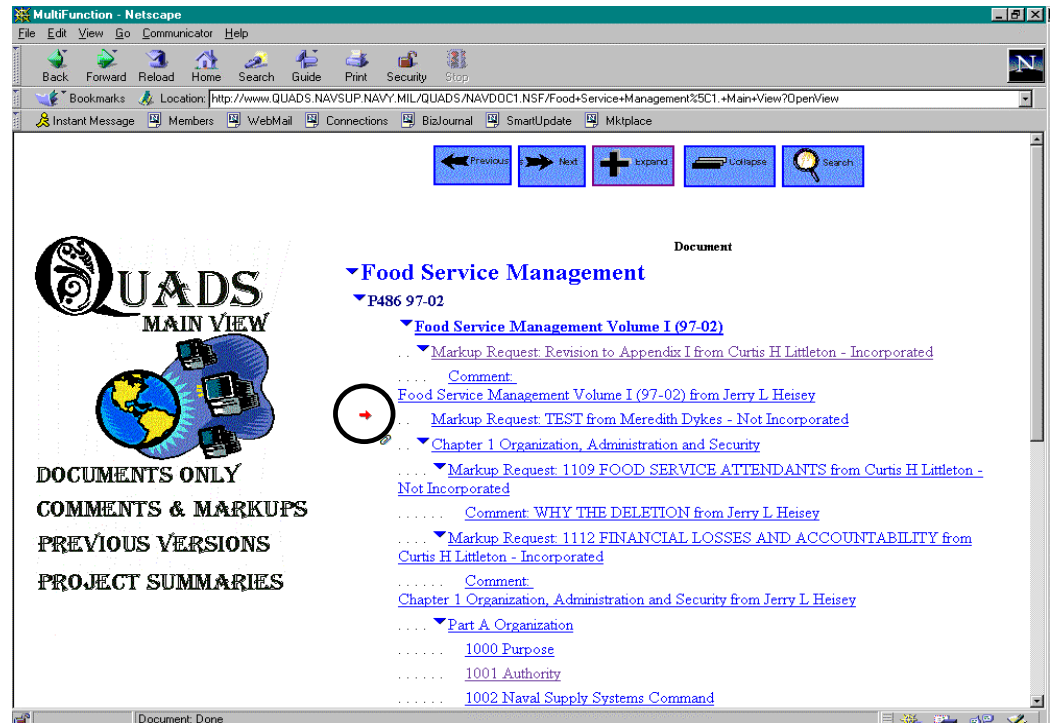
Figure 6.8 shows the selected file as it aligns in the “Browse” field of the comment or markup editing screen. Finish entering the comment or markup text, and press the Submit button to complete the attachment process.



**Figure 6.8 Markup Editing Screen Showing a “File to Attach”**

## Recently Submitted Comments & Markups

For a period of time, recently submitted comment and markup requests will appear in the outline view with a red “arrow” pointing towards their titles. This indicates that a new request has been submitted that you probably have not yet reviewed. An example of a recent inclusion is shown at Figure 6.9.



**Figure 6.9 View Showing Recently Submitted Markup Request**